



USAID
FROM THE AMERICAN PEOPLE

Subject: Request for Applications 294-2007-008 - USAID/West Bank and Gaza
Issuance Date: June 27, 2007
Deadline for Questions: July 13, 2007, 15:00, (Jerusalem Time UTC/GMT +3 hours)
Closing Date: August 07, 2007, 15:00, (Jerusalem Time UTC/GMT +3 hours)

Title: Emergency Jobs Program

Pursuant to the authority contained in the Foreign Assistance Act of 1961, the United States Agency for International Development, West Bank and Gaza (USAID/WBG) Mission, is seeking applications from qualified U.S. Non-Governmental Organizations (NGOs), U.S. Private Voluntary Organizations (PVOs), Public International Organizations (PIOs), and U.S. for profit firms (provided they forgo profit) to implement the *Emergency Jobs Program (EJP)*; a program that will provide skilled and unskilled emergency employment opportunities in the West Bank and Gaza.

The USAID/ Emergency Jobs Program (EJP) will provide well-targeted, skilled and unskilled emergency employment opportunities by collaborating closely with municipalities, villages, communities, private sector entities and NGOs to implement small-scale labor-intensive infrastructure projects. The program will play a critical role by providing a key USAID implementation mechanism that can react quickly to unforeseen economic needs and emergencies in most West Bank and Gaza geographical areas by designing and directing responsive small-scale employment generation projects across a wide range of sectors. Full Program Description is provided under Section I of this RFA.

It is anticipated that the type of award will be one Cooperative Agreement (CA) at an estimated level of funding that is up to \$ 20 million, subject to the availability of funds, for a period of three years. The resultant award will be initially funded at a level of \$5 million, Additional funds may be made available contingent upon the availability of funding and successful achievement of results. As further described in the following Request for Applications (RFA); USAID reserves the right to fund any or none of the applications submitted. It is anticipated to make an award of one Cooperative Agreement under this RFA to the most responsible and responsive applicant whose application offers the **greatest and best value** to the U.S. Government.

Pursuant to 22 CFR 226.81, it is USAID policy not to award profit under assistance instruments. However, all reasonable, allocable, and allowable expenses, both direct and indirect, which are related to the program and are in accordance with applicable cost standards (22 CFR 226, OMB

Circular A-122 for non-profit organizations, OMB Circular A-21 for universities and the Federal Acquisition Regulation Part 31 for for-profit organizations) may be paid under the award.

In accordance with ADS 304.3.1 (b), the principal purpose of the relationship with the Applicant under the subject program is to transfer funds to accomplish a public purpose of support or stimulation, which is authorized by Federal statute. The Emergency Jobs Program's (EJP) aim is to concentrate on labor-intensive small-scale infrastructure works to help alleviate humanitarian and short-term unemployment problems and lay the foundations for more sustainable economic vitality by using labor-intensive and community-managed methods for the construction, rehabilitation and maintenance of essential small-scale infrastructure.

The vital need for creativity, flexibility and transferring a thing of value to the recipient in order to accomplish a public purpose of support and stimulation, in the implementation of the EJP program, in addition to the fluid nature of the political environment, necessitates substantial involvement between USAID and the Applicant. Therefore, a Cooperative Agreement instrument will ensure adherence to USAID policies and regulations and improve the efficiency of implementation of the program.

For the purposes of this program, this RFA is being issued and consists of this cover letter and the following:

Section I - Program Description
Section II - Award Information
Section III - Eligibility Information
Section IV - Application and Submission Instructions
Section V – Application Review Information (Selection Criteria)
Section VI - Award and Administration Information
Section VII - Other Information - References

To be eligible for award, the Applicant must provide all required information in its application, including the requirements found in any attachments to this Grants.Gov opportunity. Applicants must submit the full application package by one of the methods indicated in Section IV of this RFA.

For the purposes of this RFA, the term "Grant" is synonymous with "Cooperative Agreement"; "Grantee" is synonymous with "Recipient"; and "Grant Officer" is synonymous with "Agreement Officer".

If you decide to submit an application, it must be received by the closing date and time indicated at the top of this cover letter at the place designated below for receipt of applications. See RFA Section IV regarding late applications. Hard copies of the technical application and the cost Application and modifications thereof shall be submitted in separate envelopes with the name and address of the Applicant as well as the RFA number and program title referenced above inscribed thereon, to:

By United States Mail

USAID c/o American Embassy
Attn: Mr. Ronald W. Breen,
Agreement Officer

Office of Acquisition and Assistance

Unit 7228, Box 0026
APO AE 09830

OR

USAID c/o American Embassy
Attn: Mr. Ronald W. Breen, Agreement Officer
Office of Acquisition and Assistance

71 Hayarkon Street, 63903

Tel Aviv, Israel

OR

Delivery by DHL/FEDEX/Hand-carrying

USAID/West Bank and Gaza

Attn: Ms. Linda Maher,
Acquisition Specialist
Office of Acquisition and Assistance
10th floor, 25 Hamered Street
Tel Aviv, Israel

Applications sent via courier must be received by the due date mentioned above. Loss or misdirected courier packages received after the due date will be considered as late submission (see Section IV).

Mailed applications should be sent by certified Mail and received no later than August 07, 2007 at the time and place specified above.

The Federal Grant process is now web-enabled, allowing for applications to be received on-line. Beginning December 19, 2005, the preferred method of distribution of USAID's RFAs and submission/receipt of applications is electronically via Grants.Gov, which provides a single source for Federal government-wide competitive grant opportunities. This RFA and any future amendments can be downloaded from <http://www.grants.gov>. In order to use this method, an Applicant must first register on-line with Grants.gov. If you have difficulty registering or accessing the RFA, please contact the Grants.gov Helpdesk at 1-800-518-4726 or via e-mail at support@usaid.gov for technical assistance. Applicants may upload applications to www.grants.gov; however, **hard copy submissions are still required** as stated above. It is the responsibility of the Applicant of the application document to ensure that it has been received from Grants.Gov in its entirety. **USAID bears no responsibility for data errors resulting from transmission or conversion processes associated with electronic submissions.**

Applications that are submitted late, incomplete or are non-responsive will not be considered. Award will be made to the responsible Applicant whose application best meets the requirements of this RFA and the selection criteria contained herein.

Issuance of this RFA does not constitute an award commitment on the part of USAID, nor does it commit USAID to pay for costs incurred in the preparation and submission of an application.

Further, USAID reserves the right to reject any or all applications received. In addition, final award of any resultant Cooperative Agreement cannot be made until funds have been fully appropriated, allocated, and committed through internal USAID procedures. While it is anticipated that these procedures will be successfully completed, potential Applicants are hereby notified of these requirements and conditions for award. Applications are submitted at the risk of the Applicant, and all preparation and submission costs are at the Applicant's own expense.

Applicants should take into account the expected delivery time required by the application transmission method they choose, and are responsible to ensure that applications are received at USAID by the due date and time specified above.

IMPORTANT: USAID requests that all questions regarding this RFA be submitted in writing to Ms. Linda Maher, via internet at WBG-OCM-applications@usaid.gov no later than July 13, 2007. Answers to all questions will be provided through an amendment to the RFA.

Applicants should retain for their records one copy of all enclosures which accompany their application.

Thank you for your interest in USAID Programs.

Sincerely,

/S/

Ronald W. Breen
Agreement Officer
USAID/West Bank and Gaza

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SECTION I – PROGRAM DESCRIPTION

A. BACKGROUND

USAID West Bank/Gaza has a successful history of job creation and infrastructure investment programs. Since the start of the Palestinian Intifada in September 2000, USAID programmed significant levels of funds for emergency activities in the West Bank and Gaza to respond rapidly to critical livelihood security needs. At that time, to respond to the Intifada's deleterious impact on the Palestinian economy, USAID amended its strategy to include a community development objective that provided assistance to rural villages. Under this Village Services Program, USAID awarded \$45 million to seven U.S. PVOs and one PIO which improved a wide range of community services and small-scale infrastructure in 85 villages. Over 400,000 Palestinians received benefits from this program, which included construction and/or renovation of educational rooms, playgrounds, health units, youth centers and 145 kilometers of access roads. This program also conducted more than 60,000 hours of training to improve business and professional skills of youth, women, and people with disabilities.

In March 2001, USAID issued a Request for Applications (RFA) under its Emergency Employment Generation Program (EEGP) to respond to high levels of unemployment resulting from the Intifada and border closures in the West Bank and Gaza. Under the EEGP, USAID awarded four agreements totaling \$13 million. Over 200,000 Palestinians benefited from these infrastructure improvements, self-help and training programs. In 2001, USAID also provided \$22 million through the United Nations Relief and Works Agency for Palestine Refugees (UNRWA) to support an emergency appeal for job creation, health assistance and community service programming to assist Palestinian refugees.

On September 24, 2001, the U.S. President issued an Executive Order prohibiting assistance to individuals and entities that are designated as committing or posing a significant security risk. Since then, USAID has taken steps to ensure that assistance is not provided to or through any individual, private or government entity, or educational institution that advocates, plans, sponsors, engages in, or has engaged in, terrorist activity. Vetting is now required before qualifying local organizations and key individuals for U.S. assistance.

Recognizing that wide-spread, local job creation in the West Bank and Gaza is especially critical, in 2002 USAID issued an Annual Program Statement – the Job Opportunities through Basic Services (JOBS) Program - to provide employment opportunities to thousands of unemployed Palestinians while addressing the development of basic infrastructure needs. The JOBS program generated more than 3 million person-days of employment by renovating and rehabilitating educational, youth and health facilities, upgrading and asphaltting interior roads, constructing public parks and community centers, and restoring cultural heritage sites. Work was completed in more than 370 communities.

After Palestinian legislative elections of January 2006, in which Hamas won a majority, the U.S. issued a new no-contact policy. The Mission ceased any contact with Palestinian Authority ministries and any other affiliated individuals or bodies affiliated with foreign terrorist

organizations (FTOs). This announcement impacted almost all USAID programs in the West Bank and Gaza. Many contracts and awards were redirected while USAID suspended and/or terminated others. However, the USG no-contact policy does not prohibit contact with independent bodies that fall outside the Prime Minister's office and to the extent they are not FTO controlled – including selected municipalities, communities, NGOs and private sector entities. In the wake the Palestinian elections, USAID identified programming challenges and opportunities within this no-contact policy environment. USAID's multi-sector, large-scale infrastructure activities were re-directed toward small-scale infrastructure repair and renovation projects and humanitarian assistance.

In July 2006, the Secretary of State approved a humanitarian assistance plan for the West Bank and Gaza which addresses emergency and humanitarian needs. USAID's response to this plan in the small-scale infrastructure sector was to initiate the Emergency Water and Sanitation (EWAS) program. This program is successfully completing quick response, emergency small-scale projects in the water and sanitation sector. USAID also initiated the RAFEED program which provides humanitarian assistance over a broad range of categories – water and sanitation, food baskets, resources for the disabled, solid waste clean-up activities and generalized emergency assistance.

B. PROBLEM STATEMENT

The period since late 2000 has been characterized by declining incomes and climbing rates of unemployment and poverty in the West Bank and Gaza. The poverty rate in the Palestinian Territories at the end of 2006 was 56%. The unemployment rate in the last quarter of 2006 was 19% in the West Bank and 36% in Gaza. The number of deep poor (e.g. jobless, refugees) has almost doubled from an estimated 650,000 in the last six months of 2005 to an estimated 1,069,200 in the first six months of 2006. The resulting virtual cessation of international assistance and escalating civil strife have contributed to a growing humanitarian crisis and has sent the Palestinian economy into a dramatic decline.

Basic social services and infrastructure are in urgent need of rehabilitation and improvement. Economic contractions have even forced thousands of Palestinians to forgo schooling costs and cut household food consumption. Water and sanitation systems are breaking down and the rehabilitation of roads, buildings and agricultural facilities is sorely lacking. In order for local Palestinian economies to function even minimally, municipalities require at a minimum a working water supply, electricity, schools, roads and agricultural production facilities.

Job creation through small-scale infrastructure will provide immediate economic and humanitarian relief to thousands of Palestinian families. Job creation will provide temporary employment and income support to the unemployed, enhancing households' capacity to cope with stresses and shocks with a spin-off effect on local economies. Job creation, which will infuse needed capital into local economies, will assist Palestinians to move toward improved prospects for economic growth.

A quick-start program of activities throughout the West Bank and Gaza that employ Palestinians in the creation, renovation, repair, upgrading, or expansion of various Palestinian facilities is

required to provide sources of livelihoods and income to an otherwise increasingly destitute population. This strategy was successful for USAID West Bank/Gaza in the past during the Intifada period. A new job creation program, through small-scale infrastructure development, is a low-risk program that will bring quick benefits to failing local economies and put money in the pockets of poor, marginalized Palestinians.

The Emergency Jobs Program will be a short-term employment generation program responsive to the Secretary of State's humanitarian assistance plan. The Emergency Jobs Program's main emphasis of short-term job creation program will: (a) create jobs of a short-term nature that will reduce the number of unemployed; (b) reduce dependence on social programs; (c) to some extent, stimulate the economy to create more jobs in the longer-term, and (d) provide needed small-scale infrastructure and basic services. The Emergency Jobs Program will be a flexible mechanism that will quickly fund small-scale infrastructure requests and needs throughout the West Bank and Gaza. The Emergency Jobs Program will address longer-term employment and economic development challenges in the West Bank and Gaza by coordinating and working with other USAID programs when the opportunities arise and when the planning and design of such coordination leads toward advancing more sustainable, widespread objectives.

C. OBJECTIVE

The Emergency Jobs Program's objective is to provide well-targeted, skilled and unskilled emergency employment opportunities by collaborating closely with municipalities, villages, communities, private sector entities and NGOs to implement small-scale labor-intensive infrastructure projects. The program will play a critical role by providing a key USAID implementation mechanism that can react quickly to unforeseen economic needs and emergencies in most West Bank and Gaza geographical areas by designing and directing responsive small-scale employment generation projects across a wide range of sectors.

Key to Emergency Jobs Program's objective is to concentrate on labor-intensive small-scale infrastructure works to help alleviate humanitarian and short-term unemployment problems and lay the foundations for more sustainable economic vitality by using labor-intensive and community-managed methods for the construction, rehabilitation and maintenance of essential small-scale infrastructure.

This objective will have the following results:

- Increased quality of life for Palestinians through provision of basic small-scale infrastructure.
- Short-term employment opportunities to Palestinians in communities, villages and municipalities.
- Increased impact of USAID-funded programs in health, democracy and governance, education and the private sector by addressing underlying small-scale infrastructure needs which may be limiting the impact of those programs.

D. RELATIONSHIPS AND RESPONSIBILITIES

USAID and the Recipient will agree to prioritized lists of employment generating, small-scale infrastructure projects based on field assessments. This process will rely, in part, on the Recipients' accepted methodology for coordinating, designing, and implementing these projects. USAID expects that the Recipient be able seek as many opportunities as possible for enlisting Palestinian participation in the development of project activities and subsequent implementation. Consequently, applicants should clearly describe their proposed mechanism for ensuring such meaningful participation when these opportunities arise.

The Recipient will also closely coordinate with other donors, U.N. organizations, PVOs and NGOs. The Recipient will coordinate with Mission implementing partners in order to avoid duplication and to receive guidance on site-specific issues, concerns, and approaches. USAID will play an active role by assisting in, but not assuming the primary responsibility for, developing a coordination mechanism among these different partners; this responsibility falls to the Recipient.

Most potential job creation activities envisioned under this program are illustrative. Beyond those activities which may be identified by the Mission, the majority of projects will be identified by the Recipient through needs analyses and collaborating effectively with USAID's technical teams and partners.

E. SUPPORTING OTHER USAID PROGRAMS

The Recipient will be responsible for implementing activities for USAID, and will manage planning, procurement, construction, and close-out responsibilities. The Recipient will also monitor and assess the implementation process and adhere to all of the requirements specified in the Cooperative Agreement. In addition to the emergency job creation activities identified by the Recipient independent of on-going USAID programs, the Recipient will partner with existing USAID programs when opportunities arise to implement mutually beneficial packages of assistance. These partnering activities will be in USAID sectors such as agricultural and enterprise development, health, education and local government. The Recipient will be expected to provide a comprehensive program strategy that also complements the objectives of other USAID programs, including but not limited to the Local Democratic Reform (LDR) program, the Palestinian Agribusiness Partnership Activity (PAPA), the health program's Hanan and Emergency Medical Assistance Project (EMAP) Phase III and USAID's infrastructure needs in basic and vocational education programs.

The LDR program strives to enable targeted local government units (LGUs) to better meet their communities' service delivery needs by developing a consultative, participatory governing approach that will enable local governments to govern more effectively and meet citizen needs more responsively. The PAPA program is designed in part to improve agricultural productivity and competitiveness and to exert rapid impact in creating jobs and developing agribusinesses for the Palestinian economy. The Hanan project seeks to enhance the quality of health and nutrition services available to Palestinian mothers and children. This includes upgrading essential diagnostic, treatment, and counseling skills of health care providers, enhancing the administrative skills of clinic managers, and introducing community-based education interventions to promote

healthy lifestyles. EMAP supports health clinics which may benefit from employment generation programs in clinic renovation. USAID's education programs that support basic and vocational education and the rehabilitation of educational facilities may also be candidates for partnering with the Emergency Jobs Program.

The Emergency Jobs Program's emergency job creation activities can assist these programs through the following:

- The rehabilitation or expansion of many types of small-scale infrastructure including health clinics, educational facilities, municipal infrastructure, transport routes and roads;
- The rehabilitation or expansion of small-scale water and sanitation systems and agricultural infrastructure such as irrigation systems wells for irrigation and greenhouse rehabilitation.

The Recipient will be responsible to present to USAID in their proposal and subsequent work plans the methods of coordinating with and enhancing the impact of other USAID programs.

F. RISKS AND ASSUMPTIONS

USAID expects the Emergency Jobs Program to be successfully implemented despite constrained access/mobility, no-contact policy restrictions, and substantial vetting requirements of all sub-awardees. USAID also assumes that public security, travel restrictions, border closures and political upheaval may adversely affect program implementation at various times. Sub-awards may be delayed and costs due to suspended and/or delayed activities may be unforeseen. The Recipient will need to anticipate these conditions in executing the program plan for contingencies. The Recipient will work closely with USAID to monitor local security issues where implementation of sub-awards takes place. Several critical assumptions are applicable to the Emergency Jobs Program's implementation, including:

Palestinian Authority

- PA institutions will continue to weaken, creating significant degrading of public sector services in health, education, water, and sanitation.

Access

- Significant restrictions on internal and cross-border movement of goods and people, and other sanctions will continue.
- Access to West Bank and Gaza for implementing partners will at times be difficult and frequent delays and disruptions are expected.

Security

- Implementation of the Emergency Jobs Program will require a reasonably stable security environment which allows safe passage of project assistance personnel, equipment, and supplies.
- Episodes of violence will disrupt USAID programs in proportion to the severity, geographic extent, and duration of such conflict.

G. EXPECTED OUTCOMES AND RESULTS

Primary outcomes for this program will be both in terms of employment generation and actual physical facilities built or rehabilitated. Outcomes will also be measured in terms of sustainable facilities built or rehabilitated, the types of social and economic benefits such facilities will be expected to provide, and the capacity for beneficiaries to operate and maintain such facilities.

The Recipient is expected to demonstrate how its project design will contribute toward these outcomes, while considering cost/benefit ratio appropriate for the type of activities being proposed. The Recipient will also focus on activities which will target women and children. Expected outcomes will be measured in numbers of working-days completed and laborers employed, and total numbers of Palestinians benefited from infrastructure completed.

USAID estimates that short-term employment will be generated through activities including but not limited to: construction and repair of small-scale infrastructure, school facilities, roads, sidewalks, playgrounds, health and recreation centers, parks/public spaces, water and wastewater systems, agricultural irrigation systems, and educational facilities. When tracking and reporting on these outcomes, the Recipient will develop and provide baseline data, planned targets and actual outcomes over the life of the Cooperative Agreement. In coordination with USAID, the Recipient will develop a performance monitoring and evaluation plan, with a system for establishing specific goals/targets and regular reporting against those targets to measure progress toward planned outcomes.

While the specific amount of sub-awards, beneficiaries and jobs created cannot be definitively determined at this time, from past experience it is estimated that within the initial three years of The Emergency Jobs Program's implementation, the following outcomes will be accomplished:

- Approximately 150 to 200 small-scale emergency job creation infrastructure projects will be completed, benefiting an estimated 1.0 million Palestinians.
- Approximately 1.5 million person days of employment will have been created.

Outcomes will be positively affected through the amount of coordination and "activity packages" mutually completed between the Emergency Jobs Program and other USAID development projects.

H. BENEFICIARIES

It is expected that the direct beneficiaries will be an estimated 1.0 million disadvantaged Palestinians by (1) participating in the Emergency Jobs Program through job provision, and (2) receiving the social and economic benefits of improved small-scale infrastructure. In the current context, USAID intends to assist communities, villages and municipalities that are most affected by the ongoing humanitarian crisis. Many individuals in these areas are unemployed, are particularly vulnerable heads of household, and have limited sources of livelihood. Applicants must clearly identify the number and types of beneficiaries in their proposal. Applicants are encouraged to identify short-term and long-term employment and wider development opportunities expected to result from proposed activities.

I. RELATIONSHIP TO FOREIGN ASSISTANCE FRAMEWORK

US assistance and recovery activities are essential for demonstrating that the USG remains committed to assisting the Palestinian people and promoting broader Middle East peace. To mitigate the crisis' current impact, employment generation for livelihood assistance and recovery will make essential contributions for improving municipality capacity to provide citizens basic services.

The provision of emergency, quick impact income generation initiatives through the rehabilitation or construction of small-scale infrastructure falls under the "*Humanitarian Assistance*" objective of the U.S. Foreign Assistance Framework. In the current humanitarian context, USAID will focus on providing "*Assistance and Recovery*" to Palestinians that are most affected by the ongoing humanitarian crisis. The Emergency Jobs Program will help mitigate the scale of the humanitarian and economic crisis by providing employment opportunities for particularly vulnerable population groups. Job creation and restorative small-scale infrastructural development activities are effective interventions for meeting basic needs and generating short-term employment.

J. PROGRAM SUSTAINABILITY

While the immediate impact on employment and infrastructure needs are primary considerations, sustainability issues will be addressed where activities are implemented, and through working collaboratively with other USAID programs when feasible. The Emergency Jobs Program will also address sustainability in all other activities by first assessing the capabilities of Palestinian partners to effectively operate and maintain small-scale infrastructure once it is completed under the Emergency Jobs Program. Infrastructure to be constructed under this program must either have a sustainability plan, or be of such nature that maintenance and sustainability is not a major issue. The Recipient will develop and execute a program of activities that provide the correct balance between immediate needs (e.g., based on income levels, impact of closures, quality of life indicators, available services) and the potential for effectively operating and maintaining interventions once completed.

K. ENVIRONMENTAL GUIDELINES

1. The Recipient will conduct environmental impact assessments. Applications must summarize mitigation measures that will be implemented to address impact on the environment.
2. The Recipient is responsible for ensuring that appropriate environmental reviews are done and that mitigation measures and environmental safeguards are in place. Implementation should not start prior to preparing an environmental review. During project implementation, USAID reserves the right to review the Recipient's environmental compliance, including but not limited to the review of design plans and monitoring of construction activities.
3. The Recipient will perform an environmental review and screening process, develop appropriate mitigation and control measures to mitigate any possible adverse impacts during the construction or the operation stages. The Environmental Documentation Form and the

mitigation measures shall be approved by the Mission Environmental Officer before proceeding with construction. The Cognizant Technical Officer (CTO) responsible for managing this program will be responsible for periodic monitoring of the environmental aspects and compliance of this program.

L. Monitoring and Evaluation

Monitoring and evaluation (M&E) will be important for assessing program performance, gauging the extent to which the Emergency Jobs Program is contributing to desired Mission outcomes. USAID might consider including several M&E approaches to assess outcomes:

- Qualitative data gathering such as periodic focus groups to understand issues and impacts of the program.
- Rapid, low-cost, community-based monitoring and impact assessments.

The submission of a monitoring plan to measure process and outcome results is required to accompany all applications. The primary objective of the performance monitoring plan is to ensure that the program is appropriately serving the needs of municipalities, local government counterparts and beneficiaries. Within the initial three months of the program implementation, a monitoring system complete with indicators and targets will be agreed upon with USAID. The Recipient will incorporate, provide data entry to and utilize USAID's GIS.

M. Authorizing Legislation

This award is authorized in accordance with the Foreign Assistance Act of 1961, as amended.

N. Award Administration

The resulting Cooperative Agreement shall be subject to 22 CFR 226, OMB Circulars, and the Standard Provisions for U.S. Non-Governmental Recipients. These documents may be accessed through the world-wide website at: <http://www.usaid.gov/business/regulations/>

O. AUTHORIZED GEOGRAPHIC CODE

The authorized geographic code for procurement of goods and services under this award is 000 (U.S.). However, local procurement is authorized within the parameters specified in 22 CFR 228.40, "Local Procurement".

SECTION II – AWARD INFORMATION

A. ESTIMATE OF FUNDS AVAILABLE

Subject to the availability of funds, USAID intends to provide approximately \$20 Million in total USAID funding for the life of the activity. USAID/WBG specifically notes with regard to this request that the making of an award or the obligation of additional monies is subject to the availability of funds. The program will initially be funded at a level of \$5 Millions subject to the availability of funds.

Specifically, no award or obligation will be made until funds have been fully allocated and committed through USAID internal procedures for this specific activity. Accordingly, this request does not constitute a commitment on the part of the Government nor USAID to make an award or to obligate additional monies, and bid and proposal costs (to include all preparation and submission costs) are assumed by the Applicant/Recipient at its own risk.

B. NUMBER OF AWARDS CONTEMPLATED

USAID intends to award one (1) Cooperative Agreement pursuant to this RFA to the responsible Applicant whose application conforming to this RFA offers the greatest value to the U.S. Government. The Government may (a) reject any or all applications, (b) accept other than the lowest cost application. USAID reserves the right to fund any or none of the applications submitted.

The Government may make an award on the basis of initial applications received, without discussions or negotiations. Therefore, each initial application should contain the Applicant's best terms from a cost and technical standpoint. As part of its evaluation process, however, USAID may elect to discuss technical, cost or other pre-award issues with one or more Applicants. Alternatively, USAID may proceed with award selection based on its evaluation of initial applications received and/or commence negotiations solely with one Applicant.

A written award mailed or otherwise furnished to the successful Applicant(s) within the time for acceptance specified either in the application(s) or in this RFA (whichever is later) shall result in a binding Cooperative Agreement without further action by either party. Before the application's specified expiration time, if any, the Government may accept an application, whether or not there are negotiations after its receipt, unless a written notice of withdrawal is received before award. Negotiations or discussions conducted after receipt of an application do not constitute a rejection or counteroffer by the Government.

Neither financial data submitted with an application nor representations concerning facilities or financing, will form a part of the resulting Cooperative Agreement unless explicitly stated otherwise in the agreement.

C. START DATE AND PERIOD OF PERFORMANCE

The anticipated start date is on or about September 30, 2007. The period of performance anticipated herein is three (3) years. Any continuation of the program beyond three years will be subject to the requirements of USAID/West Bank Gaza and the availability of funds.

D. TYPE OF AWARD

USAID plans to award a Cooperative Agreement with the successful Applicant for this activity.

E. SUBSTANTIAL INVOLVEMENT

USAID plans to negotiate and award an assistance instrument known as a Cooperative Agreement to the successful Applicant for this activity. This Cooperative Agreement implies a level of "substantial involvement" by USAID as follows:

- approval of detailed initial and annual work plans;
- approval of designation of key positions and approval of key personnel;
- USAID approval of monitoring and evaluation plans, and USAID involvement in monitoring progress towards the achievement of program objectives during the course of the Cooperative Agreement;
- concurrence on the selection of sub-award Recipients and/or the substantive provisions of the sub-awards; and
- case by case approval of specific construction activities.

The intended purpose of Cognizant Technical Officer (CTO) involvement during the award is to assist the Recipient in achieving the supported objectives of the agreement.

a) Approval of the Recipient's Implementation Plans

Where the timeline for the planned achievement of milestones/outputs discussed in the Program Description has not been established in sufficient detail when the award is executed, approval of this plan may be provided at a later date. Approval of these Plans must be required no more often than annually; significant changes by the Recipient to the approved plan will require additional approval.

b) Approval of Specified Key Personnel

The application should describe technical qualifications and experience and position descriptions for key personnel and other staff proposed. The Mission would view favorably applications that

reflect diversity in staffing, drawing upon highly competent professionals from the Middle East region, particularly women.

The applicant should propose the staffing pattern most appropriate for its proposed interventions. Activity staff should include at a minimum a Chief of Party and a Deputy Chief of Party/Sub-awards manager and an Infrastructure Manager. Only those positions which are considered to be essential to the successful implementation of the award shall be designated as Key Personnel. It is USAID policy to limit this to a reasonable number of positions, generally no more than five positions or five percent of Recipient employees working under the award, whichever is greater.

c) Agency and Recipient Collaboration or Joint Participation

Where there are specific elements in the Program Description for which USAID's technical knowledge would benefit the Recipient's successful accomplishment of stated program objectives, the joint participation of USAID and the Recipient can be authorized. Where the Agreement Officer is satisfied that there is sufficient reason for Agency involvement and that involvement is specifically tailored to support identified elements in the Program Description, the following are examples of appropriate levels of substantial involvement:

1. Collaborative involvement in selection of the Emergency Jobs Program's advisory committee members. USAID may also choose to become a member of this type of committee. Advisory committees shall concern themselves only with technical or programmatic issues and not routine administrative matters;
2. Concur on the selection of the Emergency Jobs Program sub-award Recipients and/or the substantive provisions of the sub-awards;
3. Approval of the Recipient's monitoring and evaluation plans;
4. Agency monitoring to permit specified kinds of direction or redirection because of interrelationships with other projects. All such activities must be included in the Program Description and negotiated in the budget of the award.

d) Agency Authority to Immediately Halt a Construction Activity

USAID has the authority to create a substantial involvement understanding in the award for specific construction activities as identified in the proposal. This clause in the award states that the Agreement Officer may immediately halt a particular construction activity where identified specifications are not met. The specifications for the particular construction activity must be reviewed and approved by USAID before funding will be provided under the award. Material changes to the specifications must be treated as an amendment to the award.

SECTION III – ELIGIBILITY INFORMATION

A. ELIGIBILITY INFORMATION

To be eligible to receive a Cooperative Agreement under this RFA, an organization must:

- Be a U.S. Non-Governmental Organization (NGO), U.S. Private Voluntary Organization (PVO) registered with USAID, Public International Organizations (PIOs), or U.S. for-profit organization (if it forgoes profit).
- Have managerial, technical and institutional capacities to achieve the activities outlined in this RFA.
- Have the willingness and capacity to collaborate with other organizations/groups in implanting this program.
- In support of the Agency's interest in fostering a larger assistance base and expanding the number and sustainability of development partners, USAID encourages applications from potential new partners.

USAID encourages applicants with engineering expertise to partner with those organizations specializing in job creation and municipal or local government capacity building and welcomes the submission of joint applications. Applicants should have a successful track record in design and implementation of programs similar to that described herein.

Note for For-Profit Organizations: Pursuant to 22 CFR § 226.81, it is USAID's policy not to award fees nor profit under assistance instruments. Other reasonable, allocable, and allowable expenses, both direct and indirect, which are related to the agreement program and are in accordance with applicable cost standards (OMB Circular A-122 for nonprofit organizations), may be paid under the agreement.

B. COST SHARING

USAID recommends that the Applicant and its partners provide a cost share of 10 percent (10%) of the total estimated cost. Leveraged non-USAID resources from private firms and institutions (such as equipment, training, level of effort and any in-kind contributions) as part of the linkages with the private sector may be considered part of cost share. Cost sharing may be also demonstrated either through direct funding, beneficiary contributions, in-kind assistance, or a combination thereof.

USAID shall make the final determination and assess whether or not the Applicant's cost share contributions (e.g. categories or items) meet the standards set in 22 CFR 226.23.

SECTION IV – APPLICATION AND SUBMISSION INSTRUCTIONS

A. POINT OF CONTACT

Ms. Linda Maher, Acquisition Specialist
USAID/West Bank and Gaza
Fax No.: 972-3-519-8670
E-mail address: WBG-OCM-applications@usaid.gov

Any questions concerning this RFA must be submitted in writing to Ms. Linda Maher via e-mail at WBG-OCM-applications@usaid.gov or via facsimile at 972-3-519-8670 by July 13, 2007. Oral explanations or instructions given before award will not be binding. Answers to all questions concerning this RFA will be provided promptly after the due date for questions submission to all other prospective Applicants as an amendment of this RFA. Please note that the subject RFA contains all information that a potential Applicant needs to apply.

B. REQUIRED FORMS

The cost/business application must be submitted using the Standard Form (SF) 424 series, which includes the following:

- **SF-424, Application for Federal Assistance**
- **SF-424 C, Budget Information – Construction Programs**, and
- **SF-424 D, Assurances – Construction Programs**

These Standard Forms can be found under Section VII. These forms can also be accessed electronically at the following URL:

http://www.grants.gov/agencies/aapproved_standard_forms.jsp

C. PRE-AWARD CERTIFICATIONS, ASSURANCES AND OTHER STATEMENTS OF THE RECIPIENT

In addition to the certifications that are included in the SF-424, Applicants must provide the following certifications, assurances and other statements. Complete copies of these Certifications, Assurances, and Other Statements may be found in Annex A of this RFA.

1. A signed copy of the mandatory reference, Assurance of Compliance with Laws and Regulations Governing Nondiscrimination in Federally Assisted Programs.
2. A signed copy of the certification and disclosure forms for “Restrictions on Lobbying” (see 22 CFR 227);

3. A signed copy of the “Prohibition on Assistance to Drug Traffickers” for covered assistance in covered countries;
4. A signed copy of the Certification Regarding Terrorist Funding required by the Internal Mandatory Reference AAPD 04-14;
5. A signed copy of “Key Individual Certification Narcotics Offenses and Drug Trafficking” (See ADS 206);
6. Survey on Ensuring Equal Opportunity for Applicants; and
7. A Data Universal Numbering System (DUNS) Number (see Federal Register Notice Use of a Universal Identifier by Grant Applicants).

The above certifications can be accessed electronically at the following hyperlink and are provided in Annex A.

[Certifications, Assurances, and Other Statements of the Recipient \(May 2006\):
http://iapp1.usaid.gov/notices/LoadAttachmentFileName.cfm?Attachment=3319](http://iapp1.usaid.gov/notices/LoadAttachmentFileName.cfm?Attachment=3319)

D. DEADLINE FOR SUBMISSION OF APPLICATIONS

Applications must be submitted and received by USAID **no later than August 07, 2007, 15:00 (3:00 PM), Jerusalem Time (UTC/GMT +3 hours) to:**

By United States Mail

OR

Delivery by DHL/FEDEX/Hand-carrying

USAID c/o American Embassy
Attn: Mr. Ronald W. Breen,
Agreement Officer

USAID/West Bank and Gaza

Office of Acquisition and Assistance

Attn: Ms. Linda Maher,
Acquisition Specialist
Office of Acquisition and Assistance
10th floor, 25 Hamered Street
Tel Aviv, Israel

Unit 7228, Box 0026
APO AE 09830

OR

USAID c/o American Embassy
Attn: Mr. Ronald W. Breen, Agreement Officer
Office of Acquisition and Assistance

Applications sent via courier must be received by the due date mentioned above. Loss or misdirected courier packages received after the due date will be considered as late submission (RFA Section IV)

71 Hayarkon Street, 63903

Tel Aviv, Israel

Mailed applications should be sent by certified Mail, and received by August 07, 2007 at the time and place specified above.

The Federal Grant process is now web-enabled, allowing for applications to be received on-line. Beginning December 19, 2005, the preferred method of distribution of USAID's RFAs and submission/receipt of applications is electronically via Grants.Gov, which provides a single source for Federal government-wide competitive grant opportunities. This RFA and any future amendments can be downloaded from <http://www.grants.gov>. In order to use this method, an Applicant must first register on-line with Grants.gov. If you have difficulty registering or accessing the RFA, please contact the Grants.gov Helpdesk at 1-800-518-4726 or via e-mail at support@usaid.gov for technical assistance. Applicants may upload applications to www.grants.gov; however, **hard copy submissions are still required**. It is the responsibility of the Applicant of the application document to ensure that it has been received from Grants.Gov in its entirety. **USAID bears no responsibility for data errors resulting from transmission or conversion processes associated with electronic submissions.**

Important note to all prospective Applicants: Pre-award costs will not be reimbursed nor allowed under the subject RFA neither under the resulting award.

E. INSTRUCTIONS FOR PREPARATION AND SUBMISSION OF APPLICATIONS

All applications received by the deadline will be reviewed for responsiveness to the specifications outlined in these guidelines and the application format. Section V addresses the technical evaluation procedures for the applications. Applications which are submitted late or are incomplete run the risk of not being considered in the review process. Late applications will be considered for award only if the Agreement Officer determines it is in the Government's best interest.

The applications should be prepared according to the structural format set forth below. Applications must be received at the place designated and by the date specified in the Cover Letter of this RFA and must be considered valid for a period of 90 days from the closing date. Late or incomplete applications may only be reviewed if authorized by the Agreement Officer and only if all such submissions are treated the same and are evaluated prior to award of any other agreements under the RFA.

The USPS postmark will determine timeliness. Applications sent via courier service must be received by the due date. Lost or misdirected courier packages received after the due date will be considered as having been submitted late.

USAID/WBG will only consider and review all applications received by the specified closing date of **August 07, 2007, 15:00 (3:00 PM), Jerusalem Time (UTC/GMT +3 hours)**. Applications that are submitted after that date and time will not be considered in the review process. In contrast, all applications received by the deadline will be reviewed for responsiveness to the application format and to the program guidelines (see below).

Technical applications should be specific, complete and presented concisely. The applications should demonstrate the Applicant's capabilities and expertise with respect to achieving the goals

of this program. The applications should take into account the technical evaluation criteria found in Section V.

The Applicant shall follow the instructions contained herein and supply all information required. Failure to furnish all information may disqualify an Applicant.

Applicants should retain for their records a copy of the application and all enclosures that accompany their application. Erasures or other changes must be initialed by the person signing the application. To facilitate the competitive review of the applications, USAID will consider only applications conforming to the format prescribed below.

All copies of the technical and cost/business applications respectively must be separately placed in sealed envelopes clearly marked on the outside with the name and address of the Applicant, the RFA Number [RFA No. 294-2007-008], and the content: e.g. Technical or Cost/Business (as appropriate) Application".

The same requirements exist for the submission of subsequent revised technical and/or cost proposals and technical/financial clarifications

Responsiveness to RFA

Applications should respond directly to the terms, conditions, specifications and provisions of this RFA. Applications not conforming to this RFA may be categorized as non-responsive, thereby eliminating them from further consideration.

Unnecessarily elaborate brochures or other presentations beyond those sufficient to present a complete and effective application in response to this RFA are not desired and may be construed as an indication of the Applicant's lack of cost-consciousness. Elaborate artwork, expensive paper and bindings, and expensive visual or other presentation aids are neither necessary nor wanted.

F. APPLICANT RESPONSIBILITIES

- a. Applicants are expected to review, understand, and comply with all aspects of this RFA. Failure to do so will be at the Applicant's risk. Any prospective Applicant desiring an explanation or interpretation of this RFA must request it in writing soon enough to allow a reply to reach all prospective Applicants before submission of their application. Any inquiries must be submitted no later than the designated date (July 13, 2007) and to the designated point of contact on the Cover Letter of this RFA. Oral explanations or instructions given before award of the Cooperative Agreement will not be binding. Any information given to a prospective Applicant concerning this RFA will be furnished promptly to all other prospective Applicants as an amendment of this RFA, if that information is necessary in submitting applications or if the lack of it would be prejudicial to any other prospective Applicants.

- b. Applicants should include on the cover page of both the technical and the cost applications (1) the printed or typed name and title of the authorized representative; (2) information regarding the person to be contacted both during the period of evaluation of applications and for negotiations leading to award. This information is to include name, title, address, phone number, internet e-mail and facsimile number; and (3) a reference to the total proposed funding level and estimated cost share.
- c. Applicants are to ensure that the authorized representative signs the application and print or type his/her name and title on the Cover Page of technical and cost (SF424) application. Erasures or other changes must also be initialed by the person signing the application. Applications signed by an agent shall be accompanied by evidence of that agent's authority, unless that evidence has been previously furnished to the issuing office. Similarly, the cost volume of the Applicant's application must identify the individual(s) having authority to bind the Applicant.
- d. Applicants who include data that they do not want disclosed to the public for any purpose or used by the U.S. Government except for evaluation purposes, should:
 - Mark the title page with the following legend: *"This application includes data that shall not be disclosed outside the U.S. Government and shall not be duplicated, used, or disclosed, in whole or in part, for any purpose other than to evaluate this application. If, however, a Cooperative Agreement is awarded to this Applicant as a result of, or in connection with, the submission of this data, the U.S. Government shall have the right to duplicate, use, or disclose the data to the extent provided in the resulting Cooperative Agreement. This restriction does not limit the U.S. Government's rights to use information contained in this data if it is obtained from another source without restriction. The data subject to this restriction are contained in sheets [insert numbers or other identification of sheets]"*; and
 - Mark each sheet of data it wishes to restrict with the following legend: *"Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this application."*
- e. Applicants must set forth accurate and complete information as required by this RFA. The penalty for making false statements in applications to the U.S. Government is prescribed in 18 U.S.C. 1001.
- f. Applicants should retain for their records one copy of their application and all enclosures that accompany it.

G. ADDITIONAL GUIDELINES

In addition to the aforementioned General Submission Instructions, Applicants are requested to take note of the following:

Hard copy of applications shall be submitted in two parts: (a) technical and (b) cost/business application. Technical applications shall be submitted in an original and two copies. Cost applications shall be submitted in an original and one copy. In addition to hard copies, technical applications must be submitted on 3-1/2" diskettes or CDs in Microsoft Word 2000 format and cost/business applications must be submitted in Microsoft Excel 2000 format. Any graphics/tables must be formatted in MS Word 2000 or Excel 2000.

H. TECHNICAL APPLICATION FORMAT

The Technical Application is the most critical portion of the application. It should be specific, complete and presented concisely so as to address the program objectives and the desired results. The expectation is that applicants will use their experience and their creative ability to respond.

Applicants shall submit technical applications which propose the implementation of the program described in the Program Description contained herein. Alternate programs will not be considered. USAID requests that applications be kept as concise as possible and follow the outline provided in this section. Detailed information should be presented only when required by specific RFA instructions.

Technical Applications are limited to 20 pages (12 point font single-spaced type) not including the cover page, executive summary, appendices, figures and tables. Shorter applications are encouraged. Longer applications will be considered non-responsive and will not be reviewed. USAID requests that applications provide all information required by following the general format described below.

Applicants may use appendices for relevant supplemental information such as the key personnel resumes, resumes of other personnel, and a list of previous contracts, grants, and cooperative agreements.

A USAID Technical Evaluation Panel will evaluate the technical applications in accordance with the evaluation criteria in Section VI.

The Technical Application shall contain the following sections: (a) cover page; (b) application executive summary; (c) program design narrative; (d) annexes, consisting of information on the Applicant, the Applicant's proposed team, institutional capacity and past performance references and a proposed monitoring and evaluation plan. Page limitations are specified below for each section; applications must be on 8-1/2 by 11 inch paper, (210mm by 297mm paper), and have at least one inch margins on the top, bottom and both sides.

The technical approach must set forth the conceptual approach, methodology and results to be achieved by the Applicant's program. The rationale for the appropriateness of the suggested approach should be explicit.

1. Cover Page: A single (one) page (not considered included in the 20 page limitation) with the names of the organizations/institutions involved in the proposed application. Proposed alliance/consortia members and any sub-awardees are to be listed separately, including a brief narrative describing the unique capacities/ skills being brought to the program by each. The

Cover Page should include information about a contact person for the prime Applicant, including this individual's name (both typed and his/her signature), title or position with the organization/institution, address and telephone and fax numbers. Applicants are to acknowledge whether the contact person is the person with authority to contract for the Applicant, and if not, that person should also be listed.

2. Application Executive Summary: The Application Summary shall not exceed two pages (not considered included in the 20 page limitation) and should summarize the key elements of the applicant's strategy, approach and implementation plan. The Application Summary must be concise and accurate.

3. Program Design: Based upon pre-submission in-depth knowledge, this section of the application describes the program, with background information on the potential sites for the program, problem identification, and rationale for your choice of interventions, methodologies, and strategies related to the problems described. The program approach discusses the program strategies and interventions that will be fully developed during the first months after award. Therefore, responses should deal with the how and why aspects of the program design and implementation and the specific methodology that will be followed to finalize the design phase and the implementation plan, issues of capacity building, sustainability, management, and measuring progress toward results should be described and discussed.

Responses should be concise, but more complete than a list.

- (a) Problem Analysis and Strategy Options - This section of the application provides an opportunity to discuss the proposed field sites, methodology for selection of appropriate interventions the program will address. Include other donor activities, and the capability of local organizations.
- Describe the process to be used to finalize the program sites.
 - Describe the beneficiary population, gender considerations, and proposed numbers of people/families being assisted.
 - Concisely state the problem the program will address.
 - Identify the potential local organizations and/or groups participating in the program.
 - Briefly describe potential for development of Public–Private Partnerships to advance the goals of the project.
 - Describe the process for developing and maintaining collaborative, cooperative and productive linkages with other partners/
 - Briefly describe how the selected program strategy is consistent with the USAID/West Bank and Gaza strategic objectives.

(b) Program Approach - USAID is soliciting creative and innovative ideas for this program. Describe what is to be done, who is going to do it, how they will get it done, when the different phases will be accomplished, and how it will be measured to demonstrate achievements and successes, as well as pitfalls, problems, and disasters. From this section, any reader should understand the structure of the planned program.

- In a narrative, state the proposed program's goal(s), objective(s) and the indicator(s) proposed for measuring achievements for each objective. As appropriate, include objectives and indicators for capacity building as well as technical areas of intervention. These objectives, indicators and methodologies may be graphically represented as a matrix in the Monitoring and Evaluation Plan
- Describe your overall program approach and structure, including program strategies that address the main constraints described in the problem analysis.

(c) Sustainability

- Define what sustainability means from the prospective of your program.
- Describe the comparative advantage(s) of the proposed program.
- Discuss the organization's devolution strategy for transferring key activities to local partners.
- Discuss how program elements may be scaled up to garner broader or nation-wide impact.

(d) Management Plan - Describe the overall strategy and tools you will use to successfully manage the proposed program, specifically in the following areas:

- Qualifications and Responsibilities of Long-Term Expatriate and Local Professional Staff - Identify and briefly describe the qualifications (training and experience) for the key field staff positions in the proposed program. List the main responsibilities and estimate the number of person-months programmed for each position. Provide in an annex resumes and position descriptions.
- Organizational Structure and Lines of Communication – Describe:
 - The proposed management structure for this program, including the roles of all principal organizations involved at the levels of organization HQ, project field operations, local partner organizations, and the target community,
 - Specify reporting relationships and lines of communication within and between each of these organizations,
 - Specific systems that will be put in place to ensure effective backstop support to this project.

- Human Resource Management – Describe:
 - The selection criteria you used to identify key staff for the proposed program,
 - Any training or orientation programs that will be conducted to ground local-hire project staff in the core competencies that are required to ensure their successful contributions to this project.
 - Your organization's approach to addressing conflicts that may arise between organizations or individuals at the various levels of the project (e.g. between project staff and local partners; HQ backstop staff and regional staff; community leaders and project or partner staff, etc.)
- Financial Management – Describe:
 - The roles and responsibilities of project staff vis-à-vis budgeting, monitoring, and reporting on the financial status of the project.
 - How your program will track costs incurred, including costs for labor, equipment, supplies, and facilities.
- Community Participation – Describe:
 - How the program will manage community participation, including a discussion of any systems that will be established to ensure strong working relationships with communities, and to monitor the project's responsiveness to community needs.
 - The frequency and nature of interactions between the project and communities served, and identify which staff will work with which community groups.
- Present Performance Monitoring and Evaluation - A well-designed program with a concise, manageable set of objectives that accurately reflect the results and impact that the program seeks to achieve and a clear set of indicators to measure program performance. Applicants are urged to elaborate the potential monitoring and evaluation plan for their proposed program based upon pre-submission knowledge and to outline the proposed strategy to be followed during the first months design period to fully elaborate a recommended performance and evaluation plan. Discuss methodology of designing and conducting baseline surveys and the anticipated surveys required.

Discuss how the objectives and indicators described in the Program Design will be measured, including 1) the results-oriented program objectives which identify what the program hopes to accomplish; 2) indicator(s) that match each program objective, and define what will be measured to determine whether the objective has been achieved; 3) how the indicator will be measured; and 4) the inputs or major activities that are needed to achieve the objective.

Discuss your plans for conducting assessments, studies, or surveys in the program site. Describe proposed efforts to document, assess or test the effectiveness of new approaches. Discuss the method for evaluating how the partners are meeting their responsibilities, and elaborate on any tools you will develop or use.

1. Annexes

- (a) **Description of Applicant:** This section is a thorough review of your organization's functions, management, past performance, current capacity, challenges, and future goals.
- Explain your organization's philosophy and approach to providing backstop support to its field projects.
 - Describe how programmatic, financial, and other information will flow between HQ, the field, and USAID to ensure a successful program.
 - Briefly describe how the proposed program fits into the applicant's overall concepts and strategic plan, and how the organization will apply lessons learned from participation in other programs/activities worldwide.
 - Describe and document the organization's operations, current agreements, and working relationships with the proposed host country government and other organizations within Indonesia.
 - Provide an organizational chart that clearly delineates the key personnel responsible for technically backstopping this program in your U. S. headquarters office and managing this program in your in-country office. Describe how they fit into the overall organization, and the linkages between the headquarters, and field program personnel. Discuss management of this program in the Management Plan.
 - Provide information on the U. S.-based and field-based personnel including the percentage of time to be devoted to this program, and to other USAID-funded and non-USAID funded programs.
- (b) **Past Performance**
- Briefly describe your organization's past performance.
 - If you have been funded in Indonesia by other institutions, in an annex include the summary and recommendations of any existing evaluations from those programs. If applicable, describe how the proposed program builds on your previous in-country experience from an organizational point of view only.
 - List separately in an annex all federally and non-federally-funded contracts, grants or cooperative agreements involving similar or related programs. Include (1) the name of the organization or agency funding the programs, (2) the contact person at the organization, (3) the total program budget, and areas where activities were or are being implemented, (4) the start and end dates, and (5) the main

program activities. If applicable, describe how the proposed program builds on your previous experience from an organizational point of view only.

I. COST APPLICATION FORMAT

The cost/business application must be completely separate from the Applicant's technical application. The Applicant should submit one original and one hard copies of the cost/business application. The cost/business application is also to be submitted on a 3-1/2" diskette or CD in Microsoft Excel 2000. The cost/business application should be for a period of three years using the format shown in SF-424A.

The following sections describe the documentation that Applicants must submit to USAID prior to award. There is no page limit for the cost application. However, unnecessarily elaborate brochures or other presentations beyond those sufficient to present a complete and effective application in response to this RFA are not desired and may be construed as an indication of the prospective Applicant's lack of cost consciousness. Elaborate art work, expensive paper and bindings, and expensive visual and other presentation aids are neither necessary nor wanted.

If the Applicant has established a consortium or another legal relationship among its partners, the Cost/Business application must include a copy of the legal relationship between the parties. The agreement should include a full discussion of the relationship between the Applicant and Sub-Applicant(s) including identification of the Applicant with which USAID will treat for purposes of Agreement administration, identity of the Applicant which will have accounting responsibility, how Agreement effort will be allocated and the express agreement of the principals thereto to be held jointly and severally liable for the acts or omissions of the other.

Applicants are encouraged to be as concise as possible, but still provide the necessary detail to address the following:

- a. A budget for each program year with an accompanying detailed budget narrative which provides in detail the total costs for implementation of the program. The budget must be submitted using Standard Form 424 and 424C which can be downloaded from the USAID web site at: <http://www.usaid.gov/forms/sf424.pdf>
- b. A breakdown of all costs associated with the program according to the costs of, if applicable, headquarters, regional and/or country offices;
- c. **Cost Sharing:** Applicants are required to indicate the amount of the cost sharing being proposed towards this activity and show all non-USAID funds immediately available for this purpose in their cost application. Applicants should also provide a breakdown of the cost share (financial and in-kind contributions) of all organizations involved in implementing this Cooperative Agreement;
- d. Costs associated with external, expatriate technical assistance and those associated with local in-country technical assistance;

- e. The cost proposal must outline the roles and responsibilities of project staff vis-à-vis budgeting, monitoring, and reporting on the financial status of the project. How the program will track costs incurred, including costs for labor, equipment, supplies, and facilities must also be described. Applicants who intend to utilize sub-contractors or sub-recipients should indicate the extent intended and a complete cost breakdown. Extensive sub-contracts/agreement financial plans should follow the same cost format as submitted by the primary Applicant. A breakdown of all costs according to each partner organization, sub-contract or sub/grantee involved in the program should be provided as well;
- f. Potential contributions of non-USAID or private donors to this Cooperative Agreement;
- g. Procurement plan for commodities;

The cost/business application should contain the following budget categories:

Direct Labor - Direct salaries and wages for each year of the Agreement shall be in accordance with the organization's established personnel policies. To be considered adequate, the policies must be in writing, applicable to all employees of the organization, is subject to review and approval at a high enough organizational level to assure its uniform enforcement, and result in costs which are reasonable and allowable in accordance with applicable cost principles. The narrative should include a level of effort analysis specifying personnel, rate of compensation, and amount of time proposed. Anticipated salary increases during the period of the Agreement should be included.

Fringe Benefits - If accounted for as a separate item of cost, fringe benefits should be based on the Applicant's audited fringe benefit rate, supported by a Negotiated indirect Cost Rate Agreement (NICRA) or historical cost data. If the latter is used, the narrative should include a detailed breakdown comprised of all items of fringe benefits (e.g. unemployment insurance, workers compensation, health and life insurance, retirement, FICA, etc.) and the costs of each, expressed in dollars and as a percentage of salaries.

Supplies and Equipment - Differentiate between expendable supplies and nonexpendable equipment (NOTE: Equipment is defined as tangible nonexpendable personal property including exempt property charged directly to the award having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit, unless the Applicant's established policy establishes nonexpendable equipment anticipated to be required to implement the program, specifying quantities and unit cost.)

Allowances must be broken down by specific type and by person and must be in accordance with the Applicant's established policies.

Travel and Per Diem - The narrative should indicate number of trips, domestic and international, and the estimated unit cost of each. Specify the origin and destination for each proposed trip, duration of travel and number of individuals traveling. Proposed per diem rates must be in

accordance with the Applicant's established policies and practices that are uniformly applied to federally-financed and other activities of the Applicant.

Other Direct Costs - This could include any miscellaneous costs such as communications, report preparation costs, passports, visas, medical exams and inoculations, insurance (other than the Applicant's normal coverage), etc. The narrative, or supporting schedule, should provide a complete breakdown and support for each item of other direct costs.

Proposed (Sub) contracts/agreements - Applicants who intend to utilize (sub) contractors or sub recipients should indicate the extent intended and a complete cost breakdown, as well as all the information required herein for the Applicant. Extensive (sub) contract/agreement financial plans should follow the same cost format as submitted by the Applicant.

Contractual: Any goods and services being procured through a contract mechanism.

Organizational Information: Applicants are also required to provide the following organizational information:

- Type of Organization;
 - The name and title of individuals authorized to sign the Cooperative Agreement;
 - Taxpayer Identification Number (TIN);
 - Data Universal Numbering System (DUNS) Number;
 - Letter of Credit (LOC) Number, if applicable;
 - Estimated costs of communications products that are anticipated under the Cooperative Agreement.
2. A current Negotiated Indirect Cost Rate Agreement;
 3. Completed signed copy of certifications and representations (which are included in Annex A below;
 4. A copy of the Certificate of Compliance if the Applicant's organization's systems have been certified by the USAID/Washington's Office of Acquisition and Assistance (M/OAA, formerly known as M/OP);

J. STATUTORY AND REGULATORY CERTIFICATIONS

Applicants are advised that, pursuant to ADS 303.5.8, an executed set of Certifications and Representations must be provided prior to award of an Agreement. Should negotiations commence, the Agreement Officer will request the requisite documentation from the successful Applicant at that time.

K. POTENTIAL REQUEST FOR ADDITIONAL DOCUMENTATION

Upon consideration of award or during the negotiations leading to an award, Applicants may be required to submit additional documentation deemed necessary for the Agreement Officer to make an affirmative determination of responsibility.

IMPORTANT NOTE

Applicants should **not** submit the information below with their applications! The information in this section is provided so that Applicants may become familiar with additional documentation that may be requested by the Agreement Officer:

Applicants should submit any additional evidence of responsibility deemed necessary for the Agreement Officer to make a determination of responsibility. The information submitted should substantiate that the Applicant:

1. Audited financial statements for the past three years that have been audited by a certified public accountant or other auditor satisfactory to USAID;
2. Bylaws, constitution, and articles of incorporation, if applicable;
3. Copies of organizational travel, procurement, financial management, accounting manual and personnel policies and procedures, especially regarding salary, promotion, leave, differentials, etc., and indicate whether such policies and procedures have been reviewed and approved by any agency of the Federal Government. If so, provide the name, address, and phone number of the cognizant reviewing official;
4. Other documentation, as required by the Agreement Officer, to substantiate that the Applicant:
 - Has adequate financial resources or the ability to obtain such resources as required during the performance of the Cooperative Agreement;
 - Has the ability to comply with the award's terms and conditions, taking into account all existing and currently prospective commitments of the Applicant, nongovernmental and governmental;
 - Has a satisfactory record of performance. Past relevant unsatisfactory performance is ordinarily sufficient to justify a finding of non-responsibility, unless there is clear evidence of subsequent satisfactory performance;

- Has a satisfactory record of integrity and business ethics;
- Is otherwise qualified and eligible to receive a Cooperative Agreement under applicable laws and regulations (e.g., Equal Employment Opportunity Laws).

L. SPECIAL CONSIDERATIONS

In responding to this RFA, Applicants should bear in mind the following special considerations:

1. Gender equality:

In accordance with USAID policies, activities will address gender issues as appropriate, and promote gender equality as a goal of program activities. It is an important component of this project to bring in female students and young women to enroll in the EJP system. Female students comprise between 10% and 35% of students enrolled in vocational and technical education, in various areas of specialization. The low percentage of women enrolled in technical and vocational education indicates a serious deficiency in the system.

The Applicant should give special emphasis to identifying the obstacles to female entry into the system and find means of tackling those obstacles. Cultural, technical, economic, or other barriers to female enrolment in EJP institutions adversely impact the participation of women in the workforce. Outreach programs, career counseling, and behavior change communication efforts should be tested and implemented to mitigate gender inequities at EJP institutions. Programs for women should focus on preparing women for careers in the broad economy and not focus on traditional employment activities such as embroidery and other handicrafts.

2. Disability

- a. The Applicant should give emphasis to facilitating the inclusion of students with disabilities in the EJP education throughout the implementation of the components of the EJP program. In addition, the Applicant should attempt to stimulate the engagement of the private EJP institutions in promoting a climate of nondiscrimination against and equal opportunities for students with disabilities.

b. USAID Disability Policy - Assistance (December 2004)

(i) The objectives of the USAID Disability Policy are (1) to enhance the attainment of United States foreign assistance program goals by promoting the participation and equalization of opportunities of individuals with disabilities in USAID policy, country and sector strategies, activity designs and implementation; (2) to increase awareness of issues of people with disabilities both within USAID programs and in host countries; (3) to engage other U.S. government agencies, host country counterparts, governments,

implementing organizations and other donors in fostering a climate of nondiscrimination against people with disabilities; and (4) to support international advocacy for people with disabilities. The full text of the policy paper can be found at the following website:

http://www.usaid.gov/about_usaid/disability/

(ii) USAID therefore requires that the recipient not discriminate against people with disabilities in the implementation of USAID funded programs and that it make every effort to comply with the objectives of the USAID Disability Policy in performing the program under this grant or Cooperative Agreement. To that end and to the extent it can accomplish this goal within the scope of the program objectives, the recipient should demonstrate a comprehensive and consistent approach for including men, women and children with disabilities.

c. Standards for Accessibility for the Disabled in USAID Assistance Awards Involving Construction (September 2004)

(i) One of the objectives of the USAID Disability Policy is to engage other U.S. government agencies, host country counterparts, governments, implementing organizations and other donors in fostering a climate of nondiscrimination against people with disabilities. As part of this policy USAID has established standards for any new or renovation construction project funded by USAID to allow access by people with disabilities (PWDs). The full text of the policy paper can be found at the following website: http://pdf.dec.org/pdf_docs/PDABQ631.pdf

(ii) USAID requires the recipient to comply with standards of accessibility for people with disabilities in all structures, buildings or facilities resulting from new or renovation construction or alterations of an existing structure.

(iii) The recipient will comply with the host country or regional standards for accessibility in construction when such standards result in at least substantially equivalent accessibility and usability as the standard provided in the Americans with Disabilities Act (ADA) of 1990 and the Architectural Barriers Act (ABA) Accessibility Guidelines of July 2004. Where there are no host country or regional standards for universal access or where the host country or regional standards fail to meet the ADA/ABA threshold, the standard prescribed in the ADA and the ABA will be used.

(iv) New Construction. All new construction will comply with the above standards for accessibility.

(v) Alterations. Changes to an existing structure that affect the usability of the structure will comply with the above standards for accessibility unless the recipient obtains the Agreement Officer's advance approval that compliance is technically

infeasible or constitutes an undue burden or both. Compliance is technically infeasible where structural conditions would require removing or altering a load-bearing member that is an essential part of the structural frame or because other existing physical or site constraints prohibit modification or addition of elements, spaces, or features that are in

full and strict compliance with the minimum requirements of the standard. Compliance is an undue burden where it entails either a significant difficulty or expense or both.

(vi) Exceptions. The following construction related activities are excepted from the requirements of paragraphs (a) through (d) above:

(1) Normal maintenance, re-roofing, painting or wall papering, or changes to mechanical or electrical systems are not alterations and the above standards do not apply unless they affect the accessibility of the building or facility; and

(2) Emergency construction (which may entail the provision of plastic sheeting or tents, minor repair and upgrading of existing structures, rebuilding of part of existing structures, or provision of temporary structures) intended to be temporary in nature. A portion of emergency construction assistance may be provided to people with disabilities as part of the process of identifying disaster- and crisis-affected people as “most vulnerable.”

3. Approval of Construction Activities

Approvals will be required of any construction activity implemented under the program. These approvals must be obtained by the Recipient after the award, as follows:

- a. All proposed construction activities must receive the consent of the Mission prior to any construction activity commencing.
- b. Any proposed construction activity must be reviewed and approved in detail by the Mission prior to the Recipient proceeding with such project and for the costs associated therewith to be recognized and allowed under the Cooperative Agreement.
- c. The Recipient must submit the completed detailed designs for the actual construction activity, as well as the estimated costs with a budget narrative, to the Mission for review and approval. The designs and costs will be reviewed by the Mission for technical adequacy as well as whether the Recipient has the appropriate management systems for the implementation and oversight of proposed construction activities.
- d. Upon completion of the design(s) and cost reviews(s), an administrative acknowledgement formally recognizing the inclusion of such activities must be issued by the USAID designated Cognizant Technical Officer.

4. Mandatory Special Provisions

- i. SUBCONTRACTING WITH GOVERNMENT OR QUASI-GOVERNMENT ENTITIES

No subcontracting with any government or quasi-government entity shall be conducted under this Agreement unless a specific waiver is approved for this purpose.

ii. CAPITAL ASSISTANCE (611e REQUIREMENTS)

Prior to committing any USAID funds for capital assistance projects proposed under this Agreement, including mechanical items and other equipment that will be purchased for use by local partners, the Recipient will provide USAID with sufficient information to determine that Palestinian counterpart institutions and communities have the capacity to maintain and utilize the assistance effectively. Upon review and analysis of information provided, USAID West Bank and Gaza will advise the Recipient when and if all AID regulations for proceeding with capital assistance have been met.

iii. PROHIBITION AGAINST SUPPORT FOR TERRORISM

- (a) The Recipient is reminded that U.S. Executive Orders and U.S. law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. It is the legal responsibility of the Recipient to ensure compliance with these Executive Orders and laws.
- (b) One of the applicable orders is Executive Order 13224, dated September 23, 2001. The web site of the Office of Foreign Assets Control (OFAC), of the Department of Treasury, contains the text of that order and a list of the individuals and entities designated thereunder. It also contains lists of individuals and entities designated under other applicable statutes, regulations and Executive Orders.
<http://www.treasury.gov/offices/enforcement/ofac/index.shtml>
- (c) USAID reserves the right to review, and either approve or reject, the following subawards if proposed under this contract/agreement: (i) any contract or subcontract in excess of \$25,000 with a non-U.S. organization or individual, and (i) any grant or subgrant to a non-U.S. organization or individual, regardless of the dollar value. Furthermore, the written consent of USAID is required before certain other forms of assistance may be provided to a non-U.S. organization or individual. These include in-kind assistance such as renovation of an NGO's facilities, repair or replacement of a company's equipment, and certain training activities. The details of these requirements are described in notices issued by USAID/West Bank and Gaza from time to time. No approval (or failure to disapprove) by USAID shall relieve the Contractor/Recipient of its legal obligation to comply with applicable Executive Orders and laws.
- (d) USAID reserves the right to rescind approval for a subcontract in the event that USAID subsequently becomes aware of information indicating that the subaward is contrary to U.S. law or policy prohibiting support for terrorism. In such cases,

USAID's Agreement Officer will provide written instructions to the Recipient to terminate the subaward.

- (e) The Recipient agrees to promptly notify USAID's Cognizant Technical Officer (CTO) in the event of any change in the identity of its "key individuals" or in the identity of "key individuals" of any recipient of a subaward in paragraph (d). For purposes of this requirement, "key individuals" means (i) the program manager or chief of party for the USAID-financed program; (ii) the principal officer and deputy principal officer of the organization (e.g., executive director, deputy director, president, vice president); (iii) principal officers of the organization's governing body (e.g., chairman, vice chairman, treasurer and secretary of the board of directors or board of trustees); and (iv) any other person with significant responsibilities for administration of USAID-financed activities or resources. Note that this definition differs from the definition of "key personnel" under contracts and Cooperative Agreements.
- (f) Before awarding any grant or subgrant under this agreement, the Recipient shall (1) obtain from the proposed subawardee the certification required under USAID's Acquisition and Assistance Policy Directive 04-14 (AAPD 04-14), "Certification Regarding Terrorist Financing Implementation E.O. 13224 (Revision 2)" and (2) provide a copy of the certification to the USAID Agreement Officer.
- (g) USAID reserves the right to terminate this contract/agreement if USAID determines that the Recipient is involved in or advocates terrorist activity or has failed to comply with any of the requirements of this provision.
- (h) This provision, including this paragraph (h), shall be included in all contracts, subcontracts, grants and subgrants issued under this agreement. The Recipient shall promptly provide to USAID's Agreement Officer a copy of the pages from each subaward that contains this provision.

iv. PROHIBITION AGAINST CASH ASSISTANCE TO THE PALESTINIAN AUTHORITY

U.S. legislation provides that none of the funding under this Award may be “obligated or expended with respect to providing funds to the Palestinian Authority.” In accordance with that prohibition, the Recipient shall not provide any cash to the Palestinian Authority; to any ministry, agency or instrumentality of the Palestinian Authority; to any municipality or other local government unit; or to any full-time or part-time employee or official of any of the foregoing entities. This restriction applies to payments of any kind, including salaries, stipends, fees, honoraria, per diem, and so forth.

This restriction does not prohibit the provision of in-kind assistance, such as technical assistance, training, equipment, supplies, or the construction of public works to the extent it is not otherwise prohibited by U.S. law or the terms of this Agreement.

This provision shall be included in all contracts, subcontracts, grants and subgrants or any other instruments or awards issued under this Agreement. The Recipient shall promptly provide to USAID’s Agreement Officer a copy of the pages from each subaward that contains this provision.

v. PROHIBITION ON DIRECT ASSISTANCE TO THE PALESTINIAN AUTHORITY

In accordance with the provisions of Section 550(a) of Public Law 109-102, as amended by Section 1304 of Public Law 109-234, the Recipient is prohibited from expending any USAID funds under this award for assistance to the Palestinian Authority or for which the Palestinian Authority would benefit unless specifically authorized to do so in writing by the Agreement Officer. Accordingly, all activities that would result in providing assistance to the Palestinian Authority to include, without limitation, any Palestinian Authority ministry, office, employee or facility as may be described in the Program Description and as may be further specified by USAID are prohibited until such time that written authorization is provided by the Agreement Officer to resume these activities.

vi. RESTRICTION ON DESIGNATION AND NAMING OF FACILITIES

(a) No assistance shall be provided under this Agreement for any school, community center or other facility that is named after any person or group of persons that has advocated, sponsored or committed acts of terrorism. This includes any facility that has “shuhada” or “shaheed” (“martyrs” or “martyrs”) in its name, unless an exception is approved by the USAID Mission Director. In any case where assistance is proposed for a facility that is, or is planned to

be, named after a person or group of persons, the Recipient shall provide to USAID's Cognizant Technical Officer (CTO) written information about the person(s) or group and shall not proceed with the assistance unless or until the CTO has provided written approval therefore. This restriction applies to all forms of cash or in-kind assistance, including construction services, equipment, technical assistance and training.

- (b) In case of any failure to comply with this restriction, USAID may disallow any or all costs incurred by the Recipient with respect to the facility and, if necessary, issue a bill for collection for the amount owed. This is in addition to any other remedies that may be available to USAID for such noncompliance.
- (c) This provision, including this paragraph (c), shall be included in all contracts, subcontracts, grants and subgrants issued under this agreement. The Recipient shall promptly provide to USAID's Agreement Officer a copy of the pages from each subaward that contain this provision.

vii. VALUE ADDED TAX AND CUSTOMS DUTIES

Pursuant to agreements with the Palestinian Authority (PA) and the Government of Israel (GOI), all imports and expenditures under this award by the Recipient and by non-local subgrantees and subcontractors (as defined below) will be exempt from Value-Added Tax (VAT) and customs duties imposed by the PA and from customs duties imposed by the GOI. Therefore, in accordance with paragraph 51 of OMB Circular No. A-122, Attachment E, such VAT and customs duties shall not constitute allowable costs under this award. No exemptions from VAT imposed by the GOI are available through USAID. Therefore, Israeli VAT is an allowable cost under this award, except for VAT from which exemptions are available to the Grantee/Recipient directly.

The Recipient and any non-local subgrantees or subcontractors shall make reasonable efforts to avoid Palestinian VAT at the point of sale by obtaining 0% VAT exemption. USAID will assist the Recipient to obtain zero percent (0%) VAT status from the PA. The Recipient shall use this exemption to avoid paying any PA VAT to local subcontractors and vendors by obtaining approval from the PA VAT Department for suppliers to issue 0% VAT invoices.

In cases where Israeli and Palestinian VAT cannot be avoided, the Recipient shall obtain original VAT receipts from the vendors. Receipts must be submitted to USAID's Financial Management Office on a monthly basis to enable USAID to process refund claims with VAT authorities. The Recipient is responsible for ensuring that subgrantees or subcontractors comply with this requirement. All VAT claims for the subgrantees and subcontractors shall be submitted to USAID

through Recipient. *(Please refer to VAT Guidance dated April 2, 2003 issued to USAID WBG Contractors and Grantees attached as Annex D).* Receipts for subgrantees and subcontractors must be addressed to the project name /Recipient to enable USAID to claim refunds.

Recipients that already have exemption mechanisms in place with the GOI and/or the PA should continue to follow those procedures. Any refund of taxes received directly by the

Recipients which were allowed as award costs, should be credited either as a cost reduction or cash refund, as appropriate, to USAID.

"Non-local subgrantees and subcontractors" means subgrantees and subcontractors that are present in the West Bank or Gaza solely for the purpose of performing work financed by USAID or other tax-exempt foreign donors."

viii. REPORTING OF FOREIGN TAXES

- (a) The awardee must annually submit one report by April 6 of the next year. The reporting period will cover from October 1 to September 30.
- (b) Contents of Report. The reports must be in the format provided in attachment E and contain:
 - (i) Recipient name.
 - (ii) Contact name with phone, fax and email.
 - (iii) Award number(s); separate report needs to be provided for each award.
 - (iv) Amount of foreign taxes assessed by the Palestinian Authority on commodity purchase transactions valued at \$500 or more financed with U.S. foreign assistance funds under this agreement during the prior U.S. fiscal year.
 - (v) Only foreign taxes assessed by the foreign government in the country receiving U.S. assistance are to be reported. Foreign taxes by a third party foreign government are not to be reported. For example, if an assistance program for the Palestinian Authority involves the purchase of commodities in Israel using foreign assistance funds, any taxes imposed by Israel would not be reported.
 - (vi) Any reimbursements on the taxes reported in (iv) received by the recipient through March 31. Any refund from the Palestinian Authority that is received directly by the awardee should be reflected. For refunds processed by USAID, we will fill in the VAT refunded amount. If a VAT refund receipt was provided to USAID for refund processing the awardee will need to provide the month under which the claim was submitted to USAID and the serial number of the invoice as included in the claim.
 - (vii) Reports are required even if the recipient did not pay any taxes during the report period.

- (viii) Cumulative reports may be provided if the recipient is implementing more than one program in a foreign country.
- (c) Definitions. For purposes of this clause:
 - (i) “Agreement” includes USAID direct and country contracts, grants, Cooperative Agreements and interagency agreements.
 - (ii) “Commodity” means any material, article, supply, goods, or equipment.
 - (iii) “Foreign government” includes only a Palestinian Authority entity.
 - (iv) “Foreign taxes” means value-added taxes and custom duties assessed by a foreign government on a commodity. It does not include foreign sales taxes.
- (d) Where. Submit the reports by either of the following means:

email attachment (preferred): 579vat@usaid.gov or fax to 972-3-511-4888, attention Michael Kopti.
- (e) Subagreements. The awardee must include this reporting requirement in all applicable subcontracts, subgrants and other subagreements.
- (f) For further information see <http://www.state.gov/m/rm/c10443.htm>.

5. Marking Under Assistance Instruments

A. BRANDING STRATEGY - ASSISTANCE (December 2005)

(a) Definitions

Branding Strategy means a strategy that is submitted at the specific request of a USAID Agreement Officer by an Apparently Successful Applicant after evaluation of an application for USAID funding, describing how the program, project, or activity is named and positioned, and how it is promoted and communicated to beneficiaries and host country citizens. It identifies all donors and explains how they will be acknowledged.

Apparently Successful Applicant(s) means the Applicant(s) for USAID funding recommended for an award after evaluation, but who has not yet been awarded a grant, Cooperative Agreement or other assistance award by the Agreement Officer. The Agreement Officer will request that the Apparently Successful Applicants submit a Branding Strategy and Marking Plan. Apparently Successful Applicant status confers no right and constitutes no USAID commitment to an award.

USAID Identity (Identity) means the official marking for the Agency, comprised of the USAID logo and new brand mark, which clearly communicates that our assistance is from the

American people. The USAID Identity is available on the USAID website and is provided without royalty, license, or other fee to recipients of USAID-funded grants or Cooperative Agreements or other assistance awards or subawards.

(b) Submission.

The Apparently Successful Applicant, upon request of the Agreement Officer, will submit and negotiate a Branding Strategy. The Branding Strategy will be included in and made a part of the resulting grant or Cooperative Agreement. The Branding Strategy will be negotiated within the time that the Agreement Officer specifies. Failure to submit and negotiate a Branding Strategy will make the Applicant ineligible for award of a grant or Cooperative Agreement. The Apparently Successful Applicant must include all estimated costs associated with branding and marking USAID programs, such as plaques, stickers, banners, press events and materials, and the like.

(c) Submission Requirements

At a minimum, the Apparently Successful Applicant's Branding Strategy will address the following:

(1) Positioning

What is the intended name of this program, project, or activity?

Guidelines: USAID prefers to have the USAID Identity included as part of the program or project name, such as a "title sponsor," if possible and appropriate. It is acceptable to "co-brand" the title with USAID's and the Apparently Successful Applicant's identities. For example: "The USAID and [Apparently Successful Applicant] Health Center."

If it would be inappropriate or is not possible to "brand" the project this way, such as when rehabilitating a structure that already exists or if there are multiple donors, please explain and indicate how you intend to showcase USAID's involvement in publicizing the program or project. *For example: Road #123, rehabilitated by USAID and [Apparently Successful Applicant]/ [other donors].* Note: the Agency prefers "made possible by (or with) the generous support of the American People" next to the USAID Identity in acknowledging our contribution, instead of the phrase "funded by." USAID prefers local language translations.

Will a program logo be developed and used consistently to identify this program? If yes, please attach a copy of the proposed program logo.

Note: USAID prefers to fund projects that do NOT have a separate logo or identity that competes with the USAID Identity.

(2) Program Communications and Publicity

Who are the primary and secondary audiences for this project or program?

Guidelines: Please include direct beneficiaries and any special target segments or influencers. *For Example: Primary audience: schoolgirls age 8-12, Secondary audience: teachers and parents—specifically mothers.*

What communications or program materials will be used to explain or market the program to beneficiaries?

Guidelines: These include training materials, posters, pamphlets, Public Service Announcements, billboards, websites, and so forth.

What is the main program message(s)?

Guidelines: *For example: "Be tested for HIV-AIDS" or "Have your child inoculated."* Please indicate if you also plan to incorporate USAID's primary message – this aid is "from the American people" – into the narrative of program materials. This is optional; however, marking with the USAID Identity is required.

Will the recipient announce and promote publicly this program or project to host country citizens? If yes, what press and promotional activities are planned?

Guidelines: These may include media releases, press conferences, public events, and so forth. Note: incorporating the message, "USAID from the American People", and the USAID Identity is required.

Please provide any additional ideas about how to increase awareness that the American people support this project or program.

Guidelines: One of our goals is to ensure that both beneficiaries and host-country citizens know that the aid the Agency is providing is "from the American people." Please provide any initial ideas on how to further this goal.

(3) Acknowledgements

Will there be any direct involvement from a host-country government ministry? If yes, please indicate which one or ones. Will the recipient acknowledge the ministry as an additional co-sponsor?

Note: it is perfectly acceptable and often encouraged for USAID to "co-brand" programs with government ministries.

Please indicate if there are any other groups whose logo or identity the recipient will use on program materials and related communications.

Guidelines: Please indicate if they are also a donor or why they will be visibly acknowledged, and if they will receive the same prominence as USAID.

(d) **Award Criteria.** The Agreement Officer will review the Branding Strategy for adequacy, ensuring that it contains the required information on naming and positioning the USAID-funded program, project, or activity, and promoting and communicating it to cooperating country beneficiaries and citizens. The Agreement Officer also will evaluate this information to ensure that it is consistent with the stated objectives of the award; with the Apparently Successful Applicant's cost data submissions; with the Apparently Successful Applicant's project, activity, or program performance plan; and with the regulatory requirements set out in 22 CFR 226.91. The Agreement Officer may obtain advice and from technical experts while performing the evaluation.

B. MARKING PLAN – ASSISTANCE (December 2005)

(a) Definitions

Marking Plan means a plan that the Apparently Successful Applicant submits at the specific request of a USAID Agreement Officer after evaluation of an application for USAID funding, detailing the public communications, commodities, and program materials and other items that will visibly bear the USAID Identity. Recipients may request approval of Presumptive Exceptions to marking requirements in the Marking Plan.

Apparently Successful Applicant(s) means the Applicant(s) for USAID funding recommended for an award after evaluation, but who has not yet been awarded a grant, Cooperative Agreement or other assistance award by the Agreement Officer. The Agreement Officer will request that Apparently Successful Applicants submit a Branding Strategy and Marking Plan. Apparently Successful Applicant status confers no right and constitutes no USAID commitment to an award, which the Agreement Officer must still obligate.

USAID Identity (Identity) means the official marking for the Agency, comprised of the USAID logo and new landmark, which clearly communicates that our assistance is from the American people. The USAID Identity is available on the USAID website and USAID provides it without royalty, license, or other fee to recipients of USAID-funded grants, Cooperative Agreements, or other assistance awards or subawards.

A ***Presumptive Exception*** exempts the Applicant from the general marking requirements for a particular USAID-funded public communication, commodity, program material or other deliverable, or a category of USAID-funded public communications, commodities, program materials or other deliverables that would otherwise be required to visibly bear the USAID

Identity. The Presumptive Exceptions are: Presumptive Exception (i). USAID marking requirements may not apply if they would compromise the intrinsic independence or neutrality of a program or materials where independence or neutrality is an inherent aspect of the program and materials, such as election monitoring or ballots, and voter information literature; political party support or public policy advocacy or reform; independent media, such as television and radio broadcasts, newspaper articles and editorials; and public service announcements or public opinion polls and surveys (22 C.F.R. 226.91(h)(1)).

Presumptive Exception (ii). USAID marking requirements may not apply if they would diminish the credibility of audits, reports, analyses, studies, or policy recommendations whose data or findings must be seen as independent (22 C.F.R. 226.91(h)(2)).

Presumptive Exception (iii). USAID marking requirements may not apply if they would undercut host-country government “ownership” of constitutions, laws, regulations, policies, studies, assessments, reports, publications, surveys or audits, public service announcements, or other communications better positioned as “by” or “from” a cooperating country ministry or government official (22 C.F.R. 226.91(h)(3)).

Presumptive Exception (iv). USAID marking requirements may not apply if they would impair the functionality of an item, such as sterilized equipment or spare parts (22 C.F.R. 226.91(h)(4)).

Presumptive Exception (v). USAID marking requirements may not apply if they would incur substantial costs or be impractical, such as items too small or otherwise unsuited for individual marking, such as food in bulk (22 C.F.R. 226.91(h)(5)).

Presumptive Exception (vi). USAID marking requirements may not apply if they would local cultural or social norms, or be considered inappropriate on such items as condoms, toilets, bed pans, or similar commodities (22 C.F.R. 226.91(h)(6)).

Presumptive Exception (vii). USAID marking requirements may not apply if they would conflict with international law (22 C.F.R. 226.91(h)(7)).

(b) Submission. The Apparently Successful Applicant, upon the request of the Agreement Officer, will submit and negotiate a Marking Plan that addresses the details of the public communications, commodities, program materials that will visibly bear the USAID Identity. The marking plan will be customized for the particular program, project, or activity under the resultant grant or Cooperative Agreement. The plan will be included in and made a part of the resulting grant or Cooperative Agreement. USAID and the Apparently Successful Applicant will negotiate the Marking Plan within the time specified by the Agreement Officer. Failure to submit and negotiate a Marking Plan will make the Applicant ineligible for award of a grant or Cooperative Agreement. The Applicant must include an estimate of all costs associated with branding and marking USAID programs, such as plaques, labels, banners, press events,

promotional materials, and so forth in the budget portion of its application. These costs are subject to revision and negotiation with the Agreement Officer upon submission of the Marking

Plan and will be incorporated into the Total Estimated Amount of the grant, Cooperative Agreement or other assistance instrument.

(c) Submission Requirements.

The Marking Plan will include the following:

(1) A description of the public communications, commodities, and program materials that the recipient will be produced as a part of the grant or Cooperative Agreement and which will visibly bear the USAID Identity. These include:

(i) program, project, or activity sites funded by USAID, including visible infrastructure projects or other programs, projects, or activities that are physical in nature;

(ii) technical assistance, studies, reports, papers, publications, audio-visual productions, public service announcements, Web sites/Internet activities and other promotional, informational, media, or communications products funded by USAID;

(iii) events financed by USAID, such as training courses, conferences, seminars, exhibitions, fairs, workshops, press conferences, and other public activities; and (iv) all commodities financed by USAID, including commodities or equipment provided under humanitarian assistance or disaster relief programs, and all other equipment, supplies and other materials funded by USAID, and their export packaging.

(2) A table specifying:

(i) the program deliverables that the recipient will mark with the USAID Identity,

(ii) the type of marking and what materials the Applicant will be used to mark the program deliverables with the USAID Identity, and

(iii) when in the performance period the Applicant will mark the program deliverables, and where the Applicant will place the marking.

(3) A table specifying:

(i) what program deliverables will not be marked with the USAID Identity, and (ii) the rationale for not marking these program deliverables.

(d) Presumptive Exceptions.

(1) The Apparently Successful Applicant may request a Presumptive Exception as part of the overall Marking Plan submission. To request a Presumptive Exception, the Apparently

Successful Applicant must identify which Presumptive Exception applies, and state why, in light of the Apparently Successful Applicant's technical proposal and in the context of the program description or program statement in the USAID Request For Application or Annual Program Statement, marking requirements should not be required.

(2) Specific guidelines for addressing each Presumptive Exception are:

(i) For Presumptive Exception (i), identify the USAID Strategic Objective, Interim Result, or program goal furthered by an appearance of neutrality, or state why the program, project, activity, commodity, or communication is 'intrinsically neutral.' Identify, by category or deliverable item, examples of program materials funded under the award for which you are seeking exception 1.

(ii) For Presumptive Exception (ii), state what data, studies, or other deliverables will be produced under the USAID funded award, and explain why the data, studies, or deliverables must be seen as credible.

(iii) For Presumptive Exception (iii), identify the item or media product produced under the USAID funded award, and explain why each item or product, or category of item and product, is better positioned as an item or product produced by the cooperating country government.

(iv) For Presumptive Exception (iv), identify the item or commodity to be marked, or categories of items or commodities, and explain how marking would impair the item's or commodity's functionality.

(v) For Presumptive Exception (v), explain why marking would not be cost-beneficial or practical.

(vi) For Presumptive Exception (vi), identify the relevant cultural or social norm, and explain why marking would violate that norm or otherwise be inappropriate.

(vii) For Presumptive Exception (vii), identify the applicable international law violated by marking.

(3) The Agreement Officer will review the request for adequacy and reasonableness.

In consultation with the Cognizant Technical Officer and other agency personnel as necessary, the Agreement Officer will approve or disapprove the requested Presumptive Exception. Approved exceptions will be made part of the approved Marking Plan, and will apply for the term of the award, unless provided otherwise.

(e) **Award Criteria:** The Agreement Officer will review the Marking Plan for adequacy and reasonableness, ensuring that it contains sufficient detail and information concerning public

communications, commodities, and program materials that will visibly bear the USAID Identity. The Agreement Officer will evaluate the plan to ensure that it is consistent with the stated objectives of the award; with the Applicant's cost data submissions; with the Applicant's actual project, activity, or program performance plan; and with the regulatory requirements of 22 C.F.R.226.91. The Agreement Officer will approve or disapprove any requested Presumptive Exceptions (see paragraph (d)) on the basis of adequacy and reasonableness. The Agreement Officer may obtain advice and recommendations from technical experts while performing the evaluation.

C. MARKING UNDER USAID-FUNDED ASSISTANCE INSTRUMENTS (December 2005)

(a) Definitions

Commodities mean any material, article, supply, goods or equipment, excluding recipient offices, vehicles, and non-deliverable items for recipient's internal use, in administration of the USAID funded grant, Cooperative Agreement, or other agreement or subagreement.

Principal Officer means the most senior officer in a USAID Operating Unit in the field, e.g., USAID Mission Director or USAID Representative. For global programs managed from Washington but executed across many countries, such as disaster relief and assistance to internally displaced persons, humanitarian emergencies or immediate post conflict and political crisis response, the Cognizant Principal Officer may be an Office Director, for example, the Directors of USAID/W/Office of Foreign Disaster Assistance and Office of Transition Initiatives. For non-presence countries, the Cognizant Principal Officer is the Senior USAID officer in a regional USAID Operating Unit responsible for the non-presence country, or in the absence of such a responsible operating unit, the Principal U.S Diplomatic Officer in the non-presence country exercising delegated authority from USAID.

Programs mean an organized set of activities and allocation of resources directed toward a common purpose, objective, or goal undertaken or proposed by an organization to carry out the responsibilities assigned to it.

Projects include all the marginal costs of inputs (including the proposed investment) technically required to produce a discrete marketable output or a desired result (for example, services from a fully functional water/sewage treatment facility).

Public communications are documents and messages intended for distribution to audiences external to the recipient's organization. They include, but are not limited to, correspondence, publications, studies, reports, audio visual productions, and other informational products;

applications, forms, press and promotional materials used in connection with USAID funded programs, projects or activities, including signage and plaques; Web sites/Internet activities; and events such as training courses, conferences, seminars, press conferences and so forth.

Subrecipient means any person or government (including cooperating country government) department, agency, establishment, or for profit or nonprofit organization that receives a USAID subaward, as defined in 22 C.F.R. 226.2.

Technical Assistance means the provision of funds, goods, services, or other foreign assistance, such as loan guarantees or food for work, to developing countries and other USAID recipients, and through such recipients to subrecipients, in direct support of a development objective – as opposed to the internal management of the foreign assistance program.

USAID Identity (Identity) means the official marking for the United States Agency for International Development (USAID), comprised of the USAID logo or seal and new brandmark, with the tagline that clearly communicates that our assistance is “from the American people.” The USAID Identity is available on the USAID website at www.usaid.gov/branding and USAID provides it without royalty, license, or other fee to recipients of USAID-funded grants, or Cooperative Agreements, or other assistance awards.

(b) Marking of Program Deliverables

(1) All recipients must mark appropriately all overseas programs, projects, activities, public communications, and commodities partially or fully funded by a USAID grant or Cooperative Agreement or other assistance award or subaward with the USAID Identity, of a size and prominence equivalent to or greater than the recipient’s, other donor’s, or any other third party’s identity or logo.

(2) The Recipient will mark all program, project, or activity sites funded by USAID, including visible infrastructure projects (for example, roads, bridges, buildings) or other programs, projects, or activities that are physical in nature (for example, agriculture, forestry, water management) with the USAID Identity. The Recipient should erect temporary signs or plaques early in the construction or implementation phase. When construction or implementation is complete, the Recipient must install a permanent, durable sign, plaque or other marking.

(3) The Recipient will mark technical assistance, studies, reports, papers, publications, audio-visual productions, public service announcements, Web sites/Internet activities and other promotional, informational, media, or communications products funded by USAID with the USAID Identity.

(4) The Recipient will appropriately mark events financed by USAID, such as training courses, conferences, seminars, exhibitions, fairs, workshops, press conferences and other

public activities, with the USAID Identity. Unless directly prohibited and as appropriate to the surroundings, recipients should display additional materials, such as signs and banners, with the USAID Identity. In circumstances in which the USAID Identity cannot be displayed visually, the recipient is encouraged otherwise to acknowledge USAID and the American people’s support.

(5) The Recipient will mark all commodities financed by USAID, including commodities or equipment provided under humanitarian assistance or disaster relief programs, and all other equipment, supplies, and other materials funded by USAID, and their export packaging with the USAID Identity.

(6) The Agreement Officer may require the USAID Identity to be larger and more prominent if it is the majority donor, or to require that a cooperating country government's identity be larger and more prominent if circumstances warrant, and as appropriate depending on the audience, program goals, and materials produced.

(7) The Agreement Officer may require marking with the USAID Identity in the event that the recipient does not choose to mark with its own identity or logo.

(8) The Agreement Officer may require a pre-production review of USAID-funded public communications and program materials for compliance with the approved Marking Plan.

(9) Subrecipients. To ensure that the marking requirements "flow down" to subrecipients of subawards, recipients of USAID funded grants and Cooperative Agreements or other assistance awards will include the USAID-approved marking provision in any USAID funded subaward, as follows: *"As a condition of receipt of this subaward, marking with the USAID Identity of a size and prominence equivalent to or greater than the recipient's, subrecipient's, other donor's or third party's is required. In the event the recipient chooses not to require marking with its own identity or logo by the subrecipient, USAID may, at its discretion, require marking by the subrecipient with the USAID Identity."*

(10) Any 'public communications', as defined in 22 C.F.R. 226.2, funded by USAID, in which the content has not been approved by USAID, must contain the following disclaimer: *"This study/report/audio/visual/other information/media product (specify) is made possible by the generous support of the American people through the United States Agency for International Development (USAID). The contents are the responsibility of [insert recipient name] and do not necessarily reflect the views of USAID or the United States Government."*

(11) The recipient will provide the Cognizant Technical Officer (CTO) or other USAID personnel designated in the grant or Cooperative Agreement with two copies of all program and communications materials produced under the award. In addition, the recipient will

submit one electronic or one hard copy of all final documents to USAID's Development Experience Clearinghouse.

(c) Implementation of marking requirements.

(1) When the grant or Cooperative Agreement contains an approved Marking Plan, the recipient will implement the requirements of this provision following the approved Marking Plan.

(2) When the grant or Cooperative Agreement does not contain an approved Marking Plan, the recipient will propose and submit a plan for implementing the requirements of this provision within a specified period of time after the effective date of this provision. The plan will include:

(i) A description of the program deliverables specified in paragraph (b) of this provision that the recipient will produce as a part of the grant or Cooperative Agreement and which will visibly bear the USAID Identity.

(ii) the type of marking and what materials the Applicant uses to mark the program deliverables with the USAID Identity,

(iii) when in the performance period the Applicant will mark the program deliverables, and where the Applicant will place the marking,

(3) The recipient may request program deliverables not be marked with the USAID Identity by identifying the program deliverables and providing a rationale for not marking these program deliverables. Program deliverables may be exempted from USAID marking requirements when:

(i) USAID marking requirements would compromise the intrinsic independence or neutrality of a program or materials where independence or neutrality is an inherent aspect of the program and materials;

(ii) USAID marking requirements would diminish the credibility of audits, reports, analyses, studies, or policy recommendations whose data or findings must be seen as independent;

(iii) USAID marking requirements would undercut host-country government “ownership” of constitutions, laws, regulations, policies, studies, assessments, reports, publications, surveys or audits, public service announcements, or other communications better positioned as “by” or “from” a cooperating country ministry or government official;

(iv) USAID marking requirements would impair the functionality of an item;

(v) USAID marking requirements would incur substantial costs or be impractical;

(vi) USAID marking requirements would offend local cultural or social norms, or be considered inappropriate;

(vii) USAID marking requirements would conflict with international law.

(4) The proposed plan for implementing the requirements of this provision, including any proposed exemptions, will be negotiated within the time specified by the Agreement Officer after receipt of the proposed plan. Failure to negotiate an approved plan with the time specified by the Agreement Officer may be considered as noncompliance with the requirements is provision.

(d) Waivers.

(1) The recipient may request a waiver of the Marking Plan or of the marking requirements of this provision, in whole or in part, for each program, project, activity, public communication or commodity, or, in exceptional circumstances, for a region or country, when USAID required marking would pose compelling political, safety, or security concerns, or when marking would have an adverse impact in the cooperating country. The recipient will submit the request through the Cognizant Technical Officer. The Principal Officer is responsible for approvals or disapprovals of waiver requests.

(2) The request will describe the compelling political, safety, security concerns, or adverse impact that require a waiver, detail the circumstances and rationale for the waiver, detail the specific requirements to be waived, the specific portion of the Marking Plan to be waived, or specific marking to be waived, and include a description of how program materials will be marked (if at all) if the USAID Identity is removed. The request should also provide a rationale for any use of recipient's own identity/logo or that of a third party on materials that will be subject to the waiver.

(3) Approved waivers are not limited in duration but are subject to Principal Officer review at any time, due to changed circumstances.

(4) Approved waivers "flow down" to recipients of subawards unless specified otherwise. The waiver may also include the removal of USAID markings already affixed, if circumstances warrant.

(5) Determinations regarding waiver requests are subject to appeal to the Principal Officer's Cognizant Assistant Administrator. The recipient may appeal by submitting a written request to reconsider the Principal Officer's waiver determination to the Cognizant Assistant Administrator.

(e) Non-retroactivity. The requirements of this provision do apply to any materials, events, or commodities produced prior to January 2, 2006. The requirements of this provision do not apply to program, project, or activity sites funded by USAID, including visible infrastructure projects

(For example, roads, bridges, buildings) or other programs, projects, or activities that are physical in nature (for example, agriculture, forestry, water management) where the construction and implementation of these are complete prior to January 2, 2006 and the period of the grant does not extend past January 2, 2006.

SECTION V – APPLICATION REVIEW INFORMATION

The criteria presented below have been tailored to the requirements of this particular RFA. Applicants should note that these criteria serve to: (a) identify the significant matters which Applicants should address in their applications and (b) set the standard against which all applications will be evaluated.

The technical applications will be evaluated in accordance with the Technical Evaluation Criteria set forth below. Cost applications will be evaluated for general reasonableness, allowability, and allocability. Award will be made to the responsible Applicant(s) whose application offers the greatest value to the U.S. Government.

Technical and other factors will be evaluated relative to each other, as described herein.

- (1) The technical application will be scored by a technical evaluation committee using the criteria shown in this Section.
- (2) The cost application will not be scored but will be considered as described in this Section. USAID will award to the Applicant whose application is most advantageous to the U.S. Government as well as the most cost effective.
- (3) The selection criteria below are presented by major category, with relative order of importance, so that Applicants will know which areas require emphasis in the preparation of applications. The criteria below reflect the requirements of this particular RFA. Applicants should note that these criteria: (a) serve as the standard against which all applications will be evaluated, and (b) serve to identify the significant matters which Applicants should address in their applications.
- (4) Prospective Applicants are forewarned that an application with the lowest estimated cost may not be selected if award to a higher priced application affords the government a greater overall benefit. All evaluation factors other than cost or price, when combined, are significantly more important than cost. However, estimated cost is an important factor and the estimated cost to the Government increases in importance as competing applications approach equivalence and may become the deciding factor when technical applications are approximately equivalent in merit.
Cost estimates will be analyzed as part of the application evaluation process.

REVIEW PROCESS

All applications which meet the eligibility and program requirements, and conform to the application preparation and submission instructions, will be reviewed and scored by a panel of USAID reviewers in accordance with the evaluation criteria set forth in this section.

The budget narrative of all applications under consideration for award will be reviewed for what are necessary and reasonable costs to support the program. Upon completion of the initial review of applications, USAID may, as it deems necessary and appropriate, conduct written

and/or oral discussions with those applications whose applications remain in the competitive range. The decision to conduct such discussions should not be considered a reflection of a final decision about which organization will receive an award, but rather would be part of the evaluation process.

The final award decision is made by the Agreement Officer, with consideration of the Technical Evaluation Committee recommendations.

BEST VALUE PROCUREMENT

Award will be made to the Applicant whose application offers the best value to the Government. Best value is defined as the expected outcome of a procurement that, in the Government's estimation, provides the greatest overall benefit in response to the requirement.

For this RFA, technical proposal merits are considered significantly more important than cost relative to deciding which Applicant best might perform the work. Cost realism and reasonableness, as well as the amount of cost sharing, will however be important criteria and may be the determining factor in the event that the applications receiving the highest ratings are closely ranked. Therefore, after the final evaluation of the applications, the Agreement Officer will make the award to the Applicant whose application offers the best value to the Government considering both technical and cost factors.

ACCEPTABILITY OF PROPOSED NON-PRICE TERMS AND CONDITIONS

An application is acceptable when it manifests the Applicant's agreement, without exception, to the terms and conditions of the RFA, including attachments, and when it provides a complete and responsive proposal without taking exception of the terms and conditions of the RFA. If an Applicant takes exception to any of the terms and conditions of the RFA, then USAID will consider its offer to be unacceptable. The USAID reserves the right to change the terms and conditions of the RFA by amendment at any time prior to the Applicant selection decision.

RATING METHODOLOGY

Applications for the activity will be evaluated based on numerical ranking for overall application and each section of the application, respectively. The following ratings will be used in assessing the criteria set forth:

91-100 points: The application fully meets the RFA's requirements and the expectations of USAID. The Applicant has convincingly demonstrated that the requirements have been analyzed, evaluated, and should result in an outstanding, effective, efficient, and economical performance.

81-90 points: The application demonstrates a level of effort that substantially meets the RFA's requirements and the expectations of USAID. The application specified performance or

capability requirements necessary for acceptable performance and could produce results which should prove to be substantially beneficial.

71-80 points: The application does not meet some specified performance or capability requirements necessary for acceptable performance, but inadequacies are correctable. The application demonstrates good understanding and ability to fulfill the requirements and weaknesses should not seriously affect the Applicant's performance if measures are taken to correct them.

0-70 points: The application fails to meet specified minimum performance and capability requirements and contains major deficiencies. It is incomplete and vague and deficiencies are uncorrectable without a major revision of the application. Applications scoring within this range will not be considered for award.

The following technical evaluation criteria are listed in descending order of importance. A summary of technical application evaluation criteria is found in the below Table.

A Technical Evaluation Committee (TEC) will review all applications received in response to the subject RFA. The TEC will score applications and rank them in accordance with a pre-determined set of criteria and a scoring system. The following criteria and scoring system will be used by the TEC:

1. Soundness of Technical Approach	50 points
2. Management -Demonstrated Capacity of Proposed Personnel	30 points
3. Record of Organizational Capability and Past Performance	20 points
Total Technical Evaluation	100 points

1. Soundness of Technical Approach (maximum points = 50)

Viability of the proposed technical approach, i.e., the proposed technical approach can reasonably be expected to produce the stated results. Applicants should focus on describing how they propose to achieve the program objective(s). The application should describe the Applicant's innovative ideas, approaches and strategies to achieve the results of the program. The extent to which the technical approach responds to the gender barriers that will constrain the achievement of project results if left unaddressed. Also, the extent to which policy development and anticorruption considerations are addressed. The soundness of the monitoring and evaluation plan and proposed indicators to track progress and impact, as well as a valid data collection

system. The extent to which the Applicant can operate under current USAID/West Bank and Gaza contact policy and vetting constraints. Specifically:

- Clearly defined achievable and sustainable concepts, to include the proposed Applicant's program results-oriented objectives, indicators, planned approaches, strategies for monitoring and evaluating success, and strategies for prioritizing infrastructure needs.
- Presents mechanisms and approaches required to successfully facilitate development of small scale infrastructure and local employment generation.
- Clearly established the urgency of village, community and municipal-level needs (e.g., based on income levels, quality of life indicators, survey of available services) and the potential employment impact of the proposed interventions;
- Defined interventions that demonstrate as high a labor content as possible, within the context of the proposed activities;
- Identifies an implementation schedule which is feasible yet reflects a rapid mobilization and start-up and appropriately addresses issues such as management relationships, level of effort, a plan for institution partnerships which appropriately divides responsibilities, and establishes arrangements for coordination;
- Demonstrates the ability to coordinate with relevant programs including other USAID projects, donors and local government entities.

2. Management -Demonstrated Capacity of Proposed Personnel (Maximum points = 30):

Institutional Capacity: Technical and managerial capacity. i.e., the demonstrated effectiveness of the organization, in terms of internal structure and technical capacity, to implement the program as indicated in the program description in Section C by using state-of-the-art approaches, including gender-sensitive strategies. In broader terms, the ability of the organization to complete emergency job creation programs through completion of small-scale infrastructure projects in the West Bank and Gaza.

Staffing: Qualification of proposed key personnel to manage and to implement strategies and activities. Ability of key staff to implement activities that respond to identified gender constraints and opportunities and contribute to achievement of results. Specifically:

- The Project Director has the breadth and depth of background (education and experience), expertise and skills in management and implementation of this program in similar environments and exemplary diplomatic and interpersonal skills.
- Other key personnel have relevant and complementary qualifications, skills and experience to implement and monitor the project.
- A well thought out overall staffing plan (organizational chart) that incorporates and justifies clearly articulated roles and responsibilities for all key staff with clear lines of management and supervisory authority and technical responsibility;
- Presents a well developed staffing plan that incorporates and justifies clearly articulated roles and responsibilities for all key staff with clear lines of management, supervisory authority and technical responsibility;
- Proposes staff whose collective skills, expertise, and experience matches the requirements of the proposed program;
- Identifies staff based on their relevant experience/accomplishments and appropriate academic credentials;

3. Record of Organizational Capability and Past Performance (Maximum points = 20):

Experience and performance of the primary Applicant (as well as any partners substantially involved in implementation) in managing and implementing similar or related programs. This includes relevant past experience of proposed staff, as presented in their curriculum vitas, as well as the organization's past performance in both financial management and in reporting (i.e., that reports are of a high quality and were submitted in a timely fashion). Specifically:

- Demonstrated capability of implementing labor intensive, small-scale infrastructure design, planning, implementation, monitoring, and reporting on similar programs;
- Relevant and successful organizational experience in developing countries in the types of interventions being proposed. Relevant organizational experience and familiarity with the situation in the West Bank and Gaza would be a preference;
- Previous experience planning and implementing similar donor-funded projects.

COST/BUSINESS EVALUATION:

Cost/Business Applications will be reviewed for cost realism. Cost has not been assigned a weight but will be evaluated for realism, reasonableness, allowability, allocability and cost-effectiveness.

Applications that have more efficient operational systems that reduce operation costs will be more favorably considered. Cost sharing will be evaluated on the level of financial participation proposed and the added value it represents to the program. As technical scores converge, applications that maximize direct activity costs including cost sharing and that minimize administrative costs will be more favorably considered. Other considerations are the completeness of the application adequacy of budget detail and consistency with elements of the technical application. In addition, the organization must demonstrate adequate financial management capability, to be measured by a responsibility determination.

USAID recommends that the Recipient provide a minimum 10 per cent cost sharing, either through direct funding, beneficiary contributions, in-kind assistance, or a combination thereof. USAID's general point of reference from determining cost sharing is 10 percent of the total value of the award. Applications that do not meet at least the minimum cost sharing requirement are not eligible for award consideration. If an applicant proposes a higher than minimum cost sharing, USAID may consider this as cost effective within the cost evaluation criterion.

Notes on Cost Sharing:

- a. Cost share is defined by USAID as "contributions, both cash and in-kind, which are necessary and reasonable to achieve program objectives and which are verifiable from the Recipient's records." Please take note of the provision on cost-sharing in 22 CFR 226.23.
- b. Although there is no requirement that applicants propose a specific cost share, USAID policy is that cost sharing is an important element of the USAID-Recipient relationship.

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USAID requires applicants to demonstrate their commitment to program success by addressing the issue of cost-sharing.

SECTION VI – AWARD AND ADMINISTRATION INFORMATION

A. AUTHORITY TO OBLIGATE THE GOVERNMENT

The Agreement Officer is the only individual who may legally commit the Government to the expenditure of public funds. No costs chargeable to the proposed Agreement may be incurred before receipt of either a fully executed Agreement or a specific, written authorization from the Agreement Officer.

Issuance of this RFA does not constitute an award or commitment on the part of the U.S. Government, nor does it commit the U.S. Government to pay for costs incurred in the preparation and submission of an application.

No costs chargeable to the proposed project may be incurred before either a fully executed Cooperative Agreement is signed by the Agreement Officer or a specific, written authorization is received from the Agreement Officer.

B. REPORTING REQUIREMENTS

In addition to the Monitoring and Evaluation, VAT and Foreign Taxes reporting mentioned under Sections I and IV above, the Applicant will adhere to all reporting requirements listed below. All reports as required shall be submitted by the due date for approval of the USAID CTO designated by USAID/WBG's Agreement Officer. Additional reports requiring review and clearances, when necessary, are listed under each requirement. The Applicant will consult the CTO on the format and expected content of reports prior to submission. The Applicant shall be responsible for submitting the following reports for USAID approval:

1. Program Reporting

The Applicant shall compliance with the performance reporting requirements in accordance with 22 CFR 226.51. Accordingly, the Applicant will submit to the Cognizant Technical Officer (CTO) a quarterly **Progress/Performance Report** which will describe achievements and results relative to each of the Program Components, as well as explanations of any implementation problems and proposed solutions.

2. Financial Reporting

The Recipient shall submit an original and two copies. Financial Reports shall be in keeping with 22 CFR 226.52.

In accordance with 22 CFR 226.52, the SF 269 and SF 272 will be required on a quarterly basis. The recipient shall submit these forms in the following manner:

- a) The SF 272 and 272a (if necessary) must be submitted via electronic format to the U.S. Department of Health and Human Services (<http://www.dpm.psc.gov>) within 45 calendar days following the end of each quarter. A copy of this form shall also be submitted at the same time to the Cognizant Technical Officer.
- b) The SF 269 or 269a (as appropriate) must be submitted quarterly on the 30th of the month (or next working day) to the Cognizant Technical Officer with one copy to the Agreement Officer following the end of each quarter of the Federal Fiscal Year.
- c) In accordance with 22 CFR 226.70-72, the original and two copies of all final financial reports shall be submitted to M/FM/CMP-LOC Unit. The electronic version of the final SF 272 or 272a shall be submitted to HHS in accordance with paragraph (a) above.

3. Geographic Information System (GIS) Reporting

In support of USAID/WBG's GIS initiative, the Recipient will report and provide GIS related information on all USAID funded activities.

- i. An initial GIS report shall be submitted within 30 days from approval of the Implementation Plan with follow-on reports following every thirty (30) days (monthly) thereafter. The Final Report will reflect that all activities have been fully GIS reported. Close out actions will not be concluded until such reporting has been completed. GIS reports shall be submitted through the internet application available at your office via accessing the Mission GIS domain URL: <http://www.usaidgiswbg.com>.
- ii. The Recipient is required to report on a number of fields of data and list of indicators. Details as to the reporting form and format are published at URL: www.usaidgiswbg.com. Registration for access to and questions regarding the use of the GIS web site and reporting are to be directed to USAID/WBG/PPDO. The CTO may provide additional assistance.
- iii. The Recipient's staff will be provided GIS training by USAID/WBG/PPDO. This training will be directed toward basic functions of the GIS and enabling the Applicant to add/update activities on the GIS system. The Applicant will appoint a member of its staff for training, as responsible for executing the GIS reports, to serve as liaison with USAID, and participate in GIS working groups.
- iv. Illustrative GIS indicators will be finalized with USAID during the development of the Performance Monitoring Plan.

4. Final Report

Within ninety (90) days following the estimated completion date of the Award, the Recipient shall submit one original and two copies of a final report to the USAID/West Bank & Gaza Cognizant Technical Officer. In addition, one copy shall be submitted to USAID Development Experience Clearinghouse to one of the following: (a) via U.S. Postal Service, ATTN: 8403 Colesville Road, Suite 210, Silver Spring, MD 20910; (b) via e-mail: docsubmit@dec.cdie.org; (c) via fax: (301) 588-7787; or (d) online: <http://www.dec.org/index.cfm?fuseaction=docSubmit.home>.

The final report shall include an executive summary of the Recipient's accomplishments in achieving results, a discussion of lessons learned, any significant findings or recommendations and conclusions about areas in need of future assistance; an overall description of the activities and attainment of results during the life of the Cooperative Agreement; an assessment of progress made toward accomplishing the Strategic Objective 13; significance of these activities; important research findings, if any; comments and recommendations; and a fiscal report that describes how the funds were used. Reference 22 CFR 226.51.

5. TraiNet Reporting

The Applicant shall meet all **TraiNet** reporting requirements for reporting to TraiNet of the Agency's participant training data system for any in-country training programs or sub-programs of more than three consecutive class days in duration, or 15 contact hours scheduled intermittently, in accordance with ADS 253.3.3. In addition, the Applicant will report on training expenditures under the three cost categories captured by TraiNet: Instruction, Participant, and Travel in accordance with ADS 253.3.6.

Additional informal reports may be required when necessary. The Applicant will consult the CTO on the format and the expected content of reports prior to submission

All the above reports should be submitted to USAID electronically and in hard copies.

SECTION VII - OTHER INFORMATION - REFERENCES

USAID/WBG reserves the right to evaluate applications and award without discussions with Applicants.

A. AWARD CONSIDERATIONS

- The Government intends to award one (1) Cooperative Agreement resulting from this RFA to the responsible Applicant whose application conforming to this RFA offers the best value.
- The Government may (1) reject any or all applications, (2) fund any or none of the applications submitted, (3) accept other than the lowest cost application, (4) accept alternate applications, and (5) waive informalities and minor irregularities in applications received.
- The Government may award a Cooperative Agreement on the basis of initial applications received without discussions. Therefore, each initial application should contain the Applicants best terms from a cost and technical standpoint.
- The Agreement Officer may ask Applicants to arrange for interviews of the proposed key personnel or to make an oral presentation and respond to questions regarding the proposed program. The Applicant will be expected to facilitate and pay for all costs incurred for such interviews.
- Although technical evaluation factors are significantly more important than cost factors, the closer the technical evaluations of the various applications are to one another, the more important cost considerations become. The Agreement Officer may determine what a highly ranked application based on the technical evaluation factors would mean in terms of performance and what it would cost the Government to take advantage of it in determining the best overall value to the Government.
- A written award mailed or otherwise furnished to the successful Applicant within the time for acceptance specified either in the application or in this RFA (whichever is later) shall result in a binding Agreement without further action by either party. Before the application's specified expiration time, the Government may accept an application, whether or not there are negotiations after its receipt, unless a written notice of withdrawal is received before award. Negotiations conducted after receipt of an application do not constitute a rejection or counteroffer by the Government.
- Neither financial data submitted with an application nor representations concerning facilities or financing will form a part of the resulting Agreement.

B. APPLICABLE REGULATIONS & REFERENCES

- Mandatory Standard Provisions for U.S., Nongovernmental Recipients
<http://www.usaid.gov/pubs/ads/300/303maa.pdf>
- Mandatory Standard Provisions for Non-U.S. Nongovernmental Recipients:
<http://www.usaid.gov/policy/ads/300/303mab.pdf>
- 22 CFR 226
http://www.access.gpo.gov/nara/cfr/waisidx_02/22cfr226_02.html
- OMB Circular A-122
<http://www.whitehouse.gov/omb/circulars/a122/a122.html>
- OMB Circular A-110
<http://www.whitehouse.gov/omb/circulars/a110/a110.html>
- ADS Series 300 Acquisition and Assistance
<http://www.usaid.gov/pubs/ads/>
- SF-424 Downloads
http://www.grants.gov/agencies/aapproved_standard_forms.jsp

ANNEX A

PART I

CERTIFICATIONS, ASSURANCES AND OTHER STATEMENTS OF THE RECIPIENT (MAY 2006)

NOTE: [1] When these Certifications, Assurances, and Other Statements of Recipient are used for Cooperative Agreements, the term "Grant" means "Cooperative Agreement". [2] The recipient must obtain from each identified sub-grantee and (sub) contractor, and submit with its application/proposal, the Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion -- Lower Tier Transactions, set forth in Attachment A hereto. The recipient should reproduce additional copies as necessary.

PART I

CERTIFICATIONS AND ASSURANCES

1. ASSURANCE OF COMPLIANCE WITH LAWS AND REGULATIONS GOVERNING NON-DISCRIMINATION IN FEDERALLY ASSISTED PROGRAMS

(a) The recipient hereby assures that no person in the United States shall, on the bases set forth below, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under, any program or activity receiving financial assistance from USAID, and that with respect to the grant for which application is being made, it will comply with the requirements of:

(1) Title VI of the Civil Rights Act of 1964 (Pub. L. 88-352, 42 U.S.C. 2000-d) , which prohibits discrimination on the basis of race, color or national origin, in programs and activities receiving Federal financial assistance;

(2) Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), which prohibits discrimination on the basis of handicap in programs and activities receiving Federal financial assistance;

(3) The Age Discrimination Act of 1975, as amended (Pub. L. 95-478), which prohibits discrimination based on age in the delivery of services and benefits supported with Federal funds;

(4) Title IX of the Education Amendments of 1972 (20 U.S.C. 1681, et seq.), which prohibits discrimination on the basis of sex in education programs and activities receiving Federal financial assistance (whether or not the programs or activities are offered or sponsored by an educational institution); and

(5) USAID regulations implementing the above nondiscrimination laws set forth in Chapter II of Title 22 of the Code of Federal Regulations.

(b) If the recipient is an institution of higher education, the Assurances given herein extend to admission practices and to all other practices relating to the treatment of students or clients of the institution, or relating to the opportunity to participate in the provision of services or other benefits to such individuals, and shall be applicable to the entire institution unless the recipient establishes to the satisfaction of the USAID Administrator that the institution's practices in designated parts or programs of the institution will in no way affect its practices in the program of the institution for which financial assistance is sought, or the beneficiaries of, or participants in, such programs.

(c) This assurance is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts, property, discounts, or other Federal financial assistance extended after the date hereof to the recipient by the Agency, including installment payments after such date on account of applications for Federal financial assistance which was approved before such date. The recipient recognizes and agrees that such Federal financial assistance will be extended in reliance on the representations and agreements made in this Assurance, and that the United States shall have the right to seek judicial enforcement of this Assurance. This Assurance is binding on the recipient, its successors, transferees, and assignees, and the person or persons whose signatures appear below are authorized to sign this Assurance on behalf of the recipient.

2. CERTIFICATION REGARDING LOBBYING

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any Cooperative Agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan, or Cooperative Agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or Cooperative Agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers (including subcontracts, sub-grants,

and contracts under grants, loans, and Cooperative Agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, United States Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Statement for Loan Guarantees and Loan Insurance

The undersigned states, to the best of his or her knowledge and belief, that: If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

3. CERTIFICATION REGARDING TERRORIST FINANCING IMPLEMENTING EXECUTIVE ORDER 13224

By signing and submitting this application, the prospective recipient provides the certification set out below:

1. The Recipient, to the best of its current knowledge, did not provide, within the previous ten years, and will take all reasonable steps to ensure that it does not and will not knowingly provide, material support or resources to any individual or entity that commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated, or participated in terrorist acts, as that term is defined in paragraph 3.
2. The following steps may enable the Recipient to comply with its obligations under paragraph 1:
 - a. Before providing any material support or resources to an individual or entity, the Recipient will verify that the individual or entity does not (i) appear on the master list of Specially Designated Nationals and Blocked Persons, which list is maintained by the U.S. Treasury's Office of Foreign Assets Control (OFAC) and is available online at OFAC's website: <http://www.treas.gov/offices/eotffc/ofac/sdn/t11sdn.pdf>, or (ii) is not included in

any supplementary information concerning prohibited individuals or entities that may be provided by USAID to the Recipient.

- b. Before providing any material support or resources to an individual or entity, the Recipient also will verify that the individual or entity has not been designated by the United Nations Security (UNSC) sanctions committee established under UNSC Resolution 1267 (1999) (the “1267 Committee”) [individuals and entities linked to the Taliban, Usama bin Laden, or the Al Qaida Organization]. To determine whether there has been a published designation of an individual or entity by the 1267 Committee, the Recipient should refer to the consolidated list available online at the Committee’s website:
<http://www.un.org/Docs/sc/committees/1267/1267ListEng.htm>.
 - c. Before providing any material support or resources to an individual or entity, the Recipient will consider all information about that individual or entity of which it is aware and all public information that is reasonably available to it or of which it should be aware.
 - d. The Recipient also will implement reasonable monitoring and oversight procedures to safeguard against assistance being diverted to support terrorist activity.
3. For purposes of this Certification-
- a. “Material support and resources” means currency or monetary instruments or financial securities, financial services, lodging, training, expert advice or assistance, safehouses, false documentation or identification, communications equipment, facilities, weapons, lethal substances, explosives, personnel, transportation, and other physical assets, except medicine or religious materials.”
 - b. “Terrorist act” means-
 - (i) an act prohibited pursuant to one of the 12 United Nations Conventions and Protocols related to terrorism (see UN terrorism conventions Internet site: <http://untreaty.un.org/English/Terrorism.asp>); or
 - (ii) an act of premeditated, politically motivated violence perpetrated against noncombatant targets by subnational groups or clandestine agents; or
 - (iii) any other act intended to cause death or serious bodily injury to a civilian, or to any other person not taking an active part in hostilities in a situation of armed conflict, when the purpose of such act, by its nature or context, is to intimidate a population, or to compel a government or an international organization to do or to abstain from doing any act.

- c. “Entity” means a partnership, association, corporation, or other organization, group or subgroup.
- d. References in this Certification to the provision of material support and resources shall not be deemed to include the furnishing of USAID funds or USAID-financed commodities to the ultimate beneficiaries of USAID assistance, such as recipients of food, medical care, micro-enterprise loans, shelter, etc., unless the Recipient has reason to believe that one or more of these beneficiaries commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated or participated in terrorist acts.
- e. The Recipient’s obligations under paragraph 1 are not applicable to the procurement of goods and/or services by the Recipient that are acquired in the ordinary course of business through contract or purchase, e.g., utilities, rents, office supplies, gasoline, etc., unless the Recipient has reason to believe that a vendor or supplier of such goods and services commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated or participated in terrorist acts.

This Certification is an express term and condition of any agreement issued as a result of this application, and any violation of it shall be grounds for unilateral termination of the agreement by USAID prior to the end of its term.

4. CERTIFICATION OF RECIPIENT

By signing below the recipient provides certifications and assurances for (1) the Assurance of Compliance with Laws and Regulations Governing Non-Discrimination in Federally Assisted Programs, (2) the Certification Regarding Lobbying, (3) the Prohibition on Assistance to Drug Traffickers for Covered

Countries and Individuals (ADS 206) and (4) the Certification Regarding Terrorist Financing Implementing Executive Order 13224 above):

As applicable:

RFA/APS No.: _____

Application: _____

Date of Application: _____

Name of Recipient: _____

USAID/West Bank and Gaza
RFA No. 294-2007-008
Emergency Jobs Program

Typed Name and Title: _____

Signature: _____

Date: _____

PART II

OTHER STATEMENTS OF RECIPIENT

1. AUTHORIZED INDIVIDUALS

The recipient represents that the following persons are authorized to negotiate on its behalf with the Government and to bind the recipient in connection with this application or grant:

<u>Name</u>	<u>Title</u>	<u>Telephone Number</u>	<u>Facsimile Number</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

2. TAXPAYER IDENTIFICATION NUMBER (TIN)

If the recipient is a U.S. organization, or a foreign organization which has income effectively connected with the conduct of activities in the U.S. or has an office or a place of business or a fiscal paying agent in the U.S., please indicate the Applicant's/grantee's TIN:

TIN: _____

3. CONTRACTOR IDENTIFICATION NUMBER -DATA UNIVERSAL NUMBERING SYSTEM (DUNS) NUMBER

(a) In the space provided at the end of this provision, the recipient should supply the Data Universal Numbering System (DUNS) number applicable to that name and address. Recipients should take care to report the number that identifies the recipient's name and address exactly as stated in the proposal.

(b) The DUNS is a 9-digit number assigned by Dun and Bradstreet Information Services. If the recipient does not have a DUNS number, the recipient should call Dun and Bradstreet directly at 1- 800-333-0505. A DUNS number will be provided immediately by telephone at no charge to the recipient. The recipient should be prepared to provide the following information:

- (1) Recipient's name.
- (2) Recipient's address.
- (3) Recipient's telephone number.
- (4) Line of business.
- (5) Chief executive officer/key manager.
- (6) Date the organization was started.
- (7) Number of people employed by the recipient.
- (8) Company affiliation.

(c) Recipients located outside the United States may obtain the location and phone number of the local Dun and Bradstreet Information Services office from the Internet Home Page at <http://www.dnb.com>. If an offeror is unable to locate a local service center, it may send an e-mail to Dun and Bradstreet at globalinfo@dbisma.com.

The DUNS system is distinct from the Federal Taxpayer Identification Number (TIN) system.

DUNS:

4. LETTER OF CREDIT (LOC) NUMBER

If the recipient has an existing Letter of Credit (LOC) with USAID, please indicate the LOC number.

LOC: _____

5. TYPE OF ORGANIZATION

The recipient, by checking the applicable box, represents that -

(a) If the recipient is a U.S. entity, it operates as ☐ a corporation incorporated under the laws of the State of _____, ☐ an individual ☐ a partnership, ☐ a non-governmental nonprofit organization, ☐ a state or local governmental organization, ☐ a private college or university, ☐ a public college or university, ☐ an international organization, or ☐ a joint venture; or

(b) If the recipient is a U.S. entity, it ☐ is, ☐ is not a Gray Amendment entity, as defined below.

(c) If the recipient is a Gray Amendment Entity, it is ☐ a business concerns (as defined in 48 CFR 19.001) owned and controlled by socially and economically disadvantaged individuals (as defined in 48 CFR 726.101), ☐ an institution designated by the Secretary of Education, pursuant to 34 CFR 608.2, as a historically black college or university (HBCU) , ☐ a college or university having a student body in which more than 40% of the students are Hispanic American, or ☐ a private voluntary organization which is controlled by individuals who are socially and economically disadvantaged (as defined in 48 CFR 726.101).

(d) If the recipient is a non-U.S. entity, it operates as ☐ a corporation organized under the laws of _____ (country), ☐ an individual, ☐ a partnership, ☐ a nongovernmental nonprofit organization, ☐ a nongovernmental educational institution, ☐ a governmental organization, ☐ an international organization, or ☐ a joint venture.

6. PAST PERFORMANCE REFERENCES

On a continuation page, please provide past performance information requested in the RFA.

7. ESTIMATED COSTS OF COMMUNICATIONS PRODUCTS

The following are the estimate(s) of the cost of each separate communications product (i.e., any printed material [other than non-color photocopy material], photographic services, or video production services) which is anticipated under the grant. Each estimate must include all the costs associated with preparation and execution of the product. Use a continuation page as necessary.

8. PROCUREMENT INFORMATION

(a) Applicability. This applies to the procurement of goods and services planned by the recipient (i.e., contracts, purchase orders, etc.) from a supplier of goods or services for the direct use or benefit of the recipient in conducting the program supported by the grant, and not to assistance provided by the recipient (i.e., a sub-grant or sub-agreement) to a sub-grantee or sub-recipient in support of the sub-grantee's or sub recipient's program. Provision by the recipient of the requested information does not, in and of itself, constitute USAID approval.

(b) Amount of Procurement. Please indicate the total estimated dollar amount of goods and services which the recipient plans to purchase under the grant: \$_____

(c) Nonexpendable Property. If the recipient plans to purchase nonexpendable equipment, which would require the approval of the Agreement Officer, please indicate below (using a continuation page, as necessary) the types, quantities of each, and estimated unit costs. Non-expendable equipment for which the Agreement Officer's approval to purchase is required is any article of nonexpendable tangible personal property charged directly to the grant. having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit.

<u>Type/Description (Generic)</u>	<u>Quantity</u>	<u>Estimated Unit Cost</u>

(d) Source, Origin, and Component of Goods. If the recipient plans to purchase any goods/commodities which are not of U.S. source and/or U.S. origin, and/or does not contain at least 50% component entry which are not at least 50% U.S. source and origin, please indicate below (using a continuation page, as necessary) the types and quantities of each, estimated unit costs of each, and probable source and/or origin, to include the probable source and/or origin of the components if less than 50% U.S. components will be contained in the commodity. "Source" means the country from which a commodity is shipped to the cooperating country or the cooperating country itself if the commodity is located therein at the time of purchase. However, where a commodity is shipped from a free port or bonded warehouse in the form in which received therein, "source" means the country from which the commodity was shipped to the free port or bonded warehouse. Any commodity whose source is a non-Free World country is

ineligible for USAID financing. The "origin" of a commodity is the country or area in which a commodity is mined, grown, or produced. A commodity is produced when, through manufacturing, processing, or substantial and major assembling of components, a commercially recognized new commodity results, which is substantially different in basic characteristics or in purpose or utility from its components. Merely packaging various items together for a particular procurement or relabeling items does not constitute production of a commodity. Any commodity whose origin is a non-Free World country is ineligible for USAID financing. "Components" are the goods which go directly into the production of a produced commodity. Any component from a non-Free World country makes the commodity ineligible for USAID financing.

<u>Type/Description (Generic) Components</u>	<u>Estimated Quantity</u>	<u>Probable Unit Cost</u>	<u>Goods</u>	<u>Source of Components</u>	<u>Probable Origin of Goods</u>
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(e) Restricted Goods. If the recipient plans to purchase any restricted goods, please indicate below (using a continuation page, as necessary) the types and quantities of each, estimated unit costs of each, intended use, and probable source and/or origin. Restricted goods are Agricultural Commodities, Motor Vehicles, Pharmaceuticals, Pesticides, Rubber Compounding Chemicals and Plasticizers, Used Equipment, U.S. Government-Owned Excess Property, and Fertilizer.

<u>Type/Description (Generic)</u>	<u>Estimated Quantity</u>	<u>Probable Unit Cost</u>	<u>Probable Intended Use</u>	<u>Source</u>	<u>Origin</u>
---------------------------------------	-------------------------------	-------------------------------	----------------------------------	---------------	---------------

(f) Supplier Nationality. If the recipient plans to purchase any goods or services from suppliers of goods and services whose nationality is not in the U.S., please indicate below (using a continuation page, as necessary) the types and quantities of each good or service, estimated costs of each, probable nationality of each non-U.S. supplier of each good or service, and the rationale for purchasing from a non-U.S. supplier. Any supplier whose nationality is a non-Free World country is ineligible for USAID financing.

<u>Type/Description</u> <u>(Generic)</u>	<u>Estimated</u> <u>Quantity</u>	<u>Probable</u> <u>Unit Cost</u>	<u>Supplier Nationality</u> <u>(Non-U.S. Only)</u>	<u>Rationale</u> <u>for Non-U.S.</u>
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(g) Proposed Disposition. If the recipient plans to purchase any nonexpendable equipment with a unit acquisition cost of \$5,000 or more, please indicate below (using a continuation page, as necessary) the proposed disposition of each such item. Generally, the recipient may either retain the property for other uses and make compensation to USAID (computed by applying the percentage of federal participation in the cost of the original program to the current fair market value of the property), or sell the property and reimburse USAID an amount computed by applying to the sales proceeds the percentage of federal participation in the cost of the original program (except that the recipient may deduct from the federal share \$500 or 10% of the proceeds, whichever is greater, for selling and handling expenses), or donate the property to a host country institution, or otherwise dispose of the property as instructed by USAID.

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<u>Type/Description (Generic)</u>	<u>Quantity</u>	<u>Estimated Unit Cost</u>	<u>Proposed Disposition</u>
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**END OF CERTIFICATIONS, ASSURANCES AND OTHER STATEMENTS OF
RECIPIENT**

Name and Title: _____

Name of Organization: _____

Date: _____

ANNEX B

1. MANDATORY STANDARD PROVISIONS FOR U.S., NONGOVERNMENTAL RECIPIENTS

Please refer to the following URL:

<http://www.usaid.gov/policy/ads/300/303maa.pdf>

2. REQUIRED AS APPLICABLE STANDARD PROVISIONS FOR NON U.S., NONGOVERNMENTAL RECIPIENTS

Please refer to the following URL:

<http://www.usaid.gov/policy/ads/300/303maa.pdf>

ANNEX C

SURVEY ON ENSURING EQUAL OPPORTUNITY FOR APPLICANTS

Applicability: All RFA's must include the attached Survey on Ensuring Equal Opportunity for Applicants as an attachment to the RFA package. Applicants under unsolicited applications are also to be provided the survey. (While inclusion of the survey by Agreement Officers in RFA packages is required, the Applicant's completion of the survey is voluntary, and must not be a requirement of the RFA. The absence of a completed survey in an application may not be a basis upon which the application is determined incomplete or non-responsive. Applicants who volunteer to complete and submit the survey under a competitive or non-competitive action are instructed within the text of the survey to submit it as part of the application process.)

PLEASE REFER TO AAPD 04-08 - "Ensuring Equal Opportunity for Faith-Based and Community Organizations" At The Following Website:

http://www.usaid.gov/business/business_opportunities/cib/pdf/aapd04_08.pdf

ANNEX D

VAT GUIDANCE

Please see attached to the RFA

ANNEX E

MISSION ORDER NO. 21

Please refer to following URL:

<http://www.usaid.gov/wbg/misc/2006-WBG-13.pdf>